

State of California - Department of Social Services

Proposed

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER:

800-370-1139-001

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Child Care and Development Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Central Operations Branch

SUPERVISOR'S NAME:

Jacqueline Barocio

SUPERVISOR'S CLASS:

CEA

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☒ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Child Care and Development Division (CCDD) is to build, strengthen and maintain an equitable, comprehensive, quality and affordable child care and development system for the children and families in our state; to integrate child care with other Department programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under direct supervision of the Branch Chief of the Central Operations Branch (COB) in the Child Care and Development Division (CCDD), the Office Technician (OT) (Typing) is responsible for establishing clerical procedures and independently performing the more difficult clerical duties within the COB. COB manages child care and development program data systems, processes contract payments, executes division-wide administrative processes, and supports contractor funding application and appeals processes. Specifically, the incumbent is responsible for:

A. RESPONSIBILITIES OF POSITION:

40% The OT (Typing) types written documents, edits and formats written documents, and reviews documents for grammar, spelling, and content consistent with California Department of Social Services (CDSS) Correspondence Manual and Style Guide. The incumbent independently prepares correspondence supplying factual information regarding the subject, topic, or matter related to COB programs and systems. The incumbent creates complex charts, spreadsheets, and other materials for program-related data, as well as completes edits as needed.

30% The OT (Typing) receives, reviews, and distributes documents for routing and independently determines the disposition of documents. The incumbent develops and/or revises filing systems in accordance with the CCDD policy for the safeguarding of important documents, forms, and materials. The incumbent operates a variety of office equipment (e.g., faxes, copiers, and printers) to maintain an efficient workload. The incumbent independently develops and maintains logs, spreadsheets, and databases regarding COB projects using Microsoft Word, Excel, and Access as appropriate. The incumbent prepares travel packages for approval by verifying travel details using information provided by staff and/or conducting Internet research to formulate cost-breakdowns and enter estimated costs.

20% The OT (Typing) answers telephone inquiries and emails providing factual information related to COB program inquiries and CCDD as needed by responding to more basic information requests and directing calls to appropriate staff. The incumbent greets visitors and directs them to appropriate staff, meeting and/or training upon request.

5% The OT (Typing) independently organizes COB functions by scheduling meetings, reserving rooms, preparing agendas, and compiling and assembling material to ensure events are organized efficiently. The incumbent acts as a back-up to the Deputy Director's Office Executive Assistant when needed to assist with logging and routing documents and packages.

5% The OT (Typing) performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The OT (Typing) works in CCDD's COB under the direct supervision of the Branch Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The OT (Typing) provides administrative support to the COB Branch Chief. The OT (Typing) works with management and other division and department staff to obtain necessary documentation and signature approvals.

D. PERSONAL CONTACTS:

The OT (Typing) has frequent interactions with the COB Branch Chief, other COB management, analysts, and consultants, and other CCDD and CDSS staff as appropriate. Regular interactions will occur with other offices and divisions as necessary to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The OT (Typing) is responsible for independently preparing correspondence and supplying factual information related to COB programs and systems while also responding to more basic information requests and directing calls to appropriate staff. Failure to adequately implement the requirements of this position can result in misinformation leading to a lack of rapport. The ability to communicate effectively with staff in other divisions is critical to ensuring cooperative working relationships within the department.

F. OTHER INFORMATION:

Desirable Qualifications:

- Excellent organization skills
- Strong attention to detail
- Effective communication skills
- Familiarity with Microsoft Office applications