

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER:

661-1139-001DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***FAD/Financial Management Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Fiscal Policy and Analysis Bureau**

SUPERVISOR'S NAME:

Elisa Tsujihara

SUPERVISOR'S CLASS:

Manager II (formerly SSM III)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

Elisa Tsujihara

DATE

1/16/2025

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:

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

MISSION OF ORGANIZATIONAL UNIT:

The Fiscal Policy and Analysis Bureau is responsible for fiscal policy related matters to support overall program administration and budget development and implementation. This includes overall analysis and coordination of federal and State legislation for fiscal impact, as well as serving either lead or support capacities for special projects.

CONCEPT OF POSITION:

Under the supervision of the Chief, Fiscal Policy and Analysis Bureau, the Office Technician (Typing), functions as the Bureau Secretary and performs a variety of difficult and independent work to relieve the Bureau Chief and Bureau staff of routine tasks.

A. RESPONSIBILITIES OF POSITION:

A. Specific Job Assignments

- 25% Use personal computer to type varied material, such as letters, memos, correspondences, tables, charts, forms and other documents from handwritten draft or verbal instruction. Develop and maintain expertise in proofreading and editing documents for formatting, punctuation, grammar, packaging, with special attention to ensure written products are in accordance with the Department Correspondence Manual and other designated writing style guides. Ensure all necessary sign offs are received and materials are packaged correctly for release. Serve as one of the branch coordinators for the Department's County Letter Process. Routinely use electronic mail to receive and transmit information to staff within the branch as well as other liaisons within the Department. Develop and maintain knowledge of the procedures and policies of the office and related reference manuals.
- 25% Maintain the calendar for the Bureau Chief and unit managers and schedule appointments based on subject priority. This involves understanding current program matters to ensure that highest priority assignments are properly scheduled with the Bureau Chief and unit managers. Advise Bureau Chief of updates and pending meetings. Schedule meetings and conference calls. Maintain document control for the Policy Bureaus, including all subject and chronological files. Notify staff and managers of project due dates and follow up to ensure timely completion. Receive and distribute mail to staff. Develop and maintain branch organizational charts, online information, phone and distribution lists, as well as branch logs and tracking documents. Coordinate with IT help desk for branch service needs. Operate and maintain office equipment, including copiers, printers, scanners, etc. Call vendors for repairs or service needs. Submit facility and telecom requests as needed.
- 25% Acts as the Attendance Coordinator to collect all timesheets, time studies, and any necessary documentation for monthly submittal to Human Resources. Serve as personnel liaison with recruitments by scheduling interviews, preparing interview packets, updating position statements, processing hiring appointment documents, and tracking personnel packages. Prepare and process forms and other personnel documents for bureau staff. Make confidentiality and sensitivity a priority in relaying all personnel information and handling administrative files.
- 15% Prepares and submits training requests. Ensures office supply orders and procurement activities in accordance with state purchasing and contracting policies. Independently maintain office supply inventory and supply room. Initiates and pursues requisitions and work with vendors relating to supply and equipment orders. Researches and reconciles all vendor charges and payments including purchases, orders, invoices and bank statements.

Marginal Functions:

- 5% Provide telephone coverage for the Bureau and route calls to the appropriate staff, management, other branches, or county welfare departments as appropriate. Provide excellent customer service, maintain a professional and courteous demeanor, and be willing to provide assistance when needed. Telephone calls are received from Departmental management, state agencies, legislative staff and county welfare departments.
- 5% Perform other duties as required, including acting as backup to Administration's Deputy Director's Executive Assistant and other Branch support staff as needed.

B. SUPERVISION RECEIVED:

The Office Technician is directly supervised by the Bureau Chief, but may receive assignments and direction from other Bureau/Branch Managers or staff.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Office Technician may have daily contact with all levels of Departmental employees, as well as representatives from other state agencies, the Health and Human Services Agency, the federal government and county welfare departments.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material could jeopardize the timeliness and accuracy or unauthorized release of information.

F. OTHER INFORMATION:

The Office Technician must have good interpersonal communication skills and be able to work well under pressure, in a team environment and with changing priorities.

The incumbent is expected to have good qualitative analysis capabilities, excellent organizational skills, familiarity with computers and modern office equipment and the ability to maintain confidentiality.