

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Statewide Hospital Planning and Development Office Support Section Records Management and Reporting Unit	
Position Number 441-445-1139-XXX	Location Sacramento	Telework Option Hybrid
Classification Office Technician (Typing)	Working Title Office Technician (Typing)	

General Description

The Office Technician (OT) (Typing) assists in the maintenance of official health care facility construction project files (hard copy and electronic) and provides administrative support to the Office of Statewide Hospital Planning and Development (OSHPD).

Supervision Received	Under the general direction, the OT (T) reports directly to the Supervisor I and will also receive project specific direction from the Analyst I, the Project Lead.
Supervision Exercised	N/A
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to transfer documents weighing up to 40 pounds onto a cart and push the cart to various locations.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. May require grasping, pushing, pulling, and reaching above, at, and below shoulder level. Requires mobility to various Office work areas and buildings. Primarily based out of Department of Health Care Access and Information's (HCAI) warehouse located at 1045 National Drive, Sacramento, CA 95834. May require travel to Headquarters.

Job Duties

E = Essential, M = Marginal

50% E Provide scanning services for conversion and filing of facility construction documents to produce a final record set of plans. Using optical scanner equipment, scan various sized documents, and review electronic files to ensure scanned documents are captured, legible, named properly, and uploaded to appropriate project in eServices Portal (eSP). Assist in inputting storage location information

Proposed

regarding health care facility construction project files and plans into the Project eSP and other appropriate databases.

Provide data entry services for document indexing processes and track project management application by cataloging scanned documents into a database according to OSHPD procedures. Provide quality control of documents by viewing each document during the indexing process and resolve any problems to ensure that all documents are legible. Recycle paper documents as directed.

25%	E	<p>Using the eSP, verify health care facility construction project closure status and receipt of all related construction project documents required for archive. Retain required documents and roll plans mandated by California Legislature and purge unnecessary documents.</p> <p>Research the status of hospital buildings or skilled nursing facilities such as demolished, repurposed, or active/closed. Input (types) storage location information regarding health care facility construction project files and plans into eSP and other appropriate databases. Index information pertaining to specific project files and assist in preparation of records and plans for digital archive or long-term storage at the State Record Center (SRC) which will require inputting SRC storage location information into eSP.</p>
20%	E	<p>Assist Department of Health Care Access and Information's (HCAI) Legal Office with requests for retrieval of project files and architectural drawings for pending litigation and Public Records Act requests; locate specific documents using the existing database and manually reviewing all architect files. Create and maintain an index database of all project files, Architectural drawings, and their locations. Analyze, develop, and coordinate filing systems and procedures.</p>
5%	M	<p>Serve as backup to the receptionist and perform other duties as required to carry out the activities of the OSS including but not limited to: answering and directing incoming telephone calls; taking messages and routing them via electronic mail and/or in writing; greeting clients and notifying staff of their arrival; opening, stamping and distributing incoming mail; typing, proofreading, editing, filing, photocopying, faxing and mailing various documents; updating and maintaining various computer data files and rosters; and making travel arrangements for Section managers and staff as required.</p>

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to adhere to the Office's Employee Expectations.

Proposed

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's and the Office's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date