



*Box reserved for Personnel Section*

<b>RPA #</b>	<b>Position Control Approval:</b> cm	<b>Date:</b> 2/12/2026
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<b>Employee Name</b>	<b>Division</b> Hospital Administration		
<b>Position No / Agency-Unit-Class-Serial</b> 455-543-1139-700	<b>Unit</b> Human Resources – Employment Office		
<b>Class Title</b> Office Technician (Typing) – Employment Office	<b>Location</b> Atascadero State Hospital		
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R04	<b>Work Week Group</b> 2	<b>Class Ranges</b> A

#### **MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Perform a variety of general office work. Perform a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.

50%	<p><b>Receive a heavy volume of walk-in and telephone inquiries.</b> Provide information to the public and employees on exams and hiring or direct to another staff member in the office for assistance as needed. Pick-up and distribute mail daily by 1:00 p.m. Open and date stamp all incoming applications. <b>Check drop-box and date stamp incoming applications every morning.</b> Assess situations and refer people to appropriate departments or agencies as needed. <b>Take fingerprints and photographs of current employees, prospective employees, and non-employees.</b> <b>Schedule fingerprint Livescan appointments.</b> Track initial and renewal badge applications for non-civil service employees. File fingerprints submitted to and received from the Department of Justice. <b>Track dates on hiring files, print applications after the final filing date.</b> <b>Contact candidates regarding Employment forms were received and submitted within the required timeframe.</b> <b>Send forms and applications to hiring supervisors.</b> <b>Set up and monitor all hiring files to ensure proper placement of applications.</b> Print certification lists, prepare inquiry letters, print flyers, and mail out to all potential applicants.</p>
40%	<p><b>Prepare interview schedules and send out notices to candidates.</b> Ensure applications, interview schedule and signage are prepared prior to the interview date. Keep panels updated on status of applicants during the interview process. <b>Copy all interview panel notes after the interviews for the job control file.</b> Make sure forms are replenished for the interview panel. Verify and print all licensing on the Department of Consumer Affairs database for all licensed applications received. <b>Update and maintain the Recruitment log.</b> Prepare and distribute list of new or changed Administrative Directives (AD's) for staff to read and sign. Track and monitor for completion. Once everyone signs put signed AD list in the file. Scan, file, or shred current and prior hiring files.</p>

10%	<p>Copy and post exam and vacancy listings for employee and public information. Make sure forms are stocked and replenished. <b>Order and maintain office supplies and forms, including the bid process for goods.</b> Prepare monthly sign-in sheets, distribute timesheets (STD 634) for all Employment Office staff.</p>
Other Information	<p><b>Supervision Received:</b> Supervisor I (Hiring/Recruitment Manager)</p> <p><b>Supervision Exercised:</b> None</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>KNOWLEDGE OF:</b> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p><b>ABILITY TO:</b> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p><b>REQUIRED COMPENTENCIES</b></p> <p><b>ANNUAL HEALTH REVIEW</b> All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p><b>INFECTION CONTROL</b> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>SAFETY</b> Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p> <p><b>CPR</b> Maintain current certification as indicated by local facility.</p> <p><b>THERAPEUTIC STRATEGIES AND INTERVENTIONS</b></p>

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**SITE SPECIFIC COMPETENCIES**

Basic knowledge of Personnel policies, laws, rules, and regulations as they pertain to examining and hiring.

Department of Justice rules on fingerprinting.

**TECHNICAL COMPETENCIES**

State Personnel Board examination and certification computer systems (ECOS).

Microsoft word processing, Outlook, Excel, and Access systems.

Livescan fingerprinting data entry.

**LICENSE OR CERTIFICATION**

N/A

**TRAINING CATEGORY - 4**

The employee is required to keep current with the completion of all required training.

**PHYSICAL DEMANDS – See attached.**

**WORKING CONDITIONS:**

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date

**Physical Requirements of Position**  
**OT,Typing (1139)**  
**HR-Employment Office**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public			X			
By phone with public			X			
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving		X				
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					