

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A

Position No: 578-142-1139-001

Date:

Class: Office Technician (T) Human Resources

Name:

Under supervision from the Human Resources Staff Services Manager I (SSM I), the Office Technician (Typing) (OT)(T) at the Veterans Home of Redding, is the advanced journey level which regularly performs a variety of general office duties and is expected to consistently exercise a high degree of confidentiality, initiative, independence and originality in performing assigned tasks in the Human Resources Office. The OT (T) regularly requires detailed and sensitive public contact and independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures as they pertain to Personnel Administration. Good judgment and the ability to communicate effectively are of primary importance at this level, with minimal guidance. Must be able to work with increased levels of confidentiality and with sensitive information. In addition, the OT (T) may be responsible for functional guidance in training and assisting less experienced employees with basic Human Resource topics. The OT (T) will perform the duties which include but are not limited to the following:

Percentage of time performing duties:

ESSENTIAL FUNCTIONS

45%

Provide customer service to applicants, the general public, and staff via multi-line telephone, as well as in person; respond to inquiries by phone, in person, and by written correspondence, with information usual to the Human Resource Office, to include CalPERS, State Controllers Office, CalHR, etc.; maintain a variety of files; responsible for typing various letters, memos and forms using a computer as they relate to the Human Resources Office; prepare correspondence and reports on personnel matters as required; responsible for the ordering of supplies and maintenance of equipment; process and distribute mail including overnight delivery service.

30%

Responsible for maintaining a tracking log for employees, volunteers, and current employees to ensure physicals/TBs are completed and cleared within a given timeframe; process LiveScan for all contract employees and volunteers for the facility via an established tracking system for all completed or rejected LiveScan applications; provide rejected background screenings to the SSM I or designee for processing; ensure the accuracy of the Department of Justice billing, and route for approval, document errors for reimbursement; act as liaison between Department of Justice and Veterans Home.

10%

Track and maintain probationary and annual performance evaluations, utilizing monthly and annual system as a tool, and assuring reports are routed to the appropriate supervisors in a timely manner for completion; notify management of outstanding probationary reports and annual performance appraisals; establish and maintain training tracking log.

10%

Responsible for some of the duties associated with recruiting and hiring Veterans Home staff, which includes but is not limited to, assembling information and documents needed for completing "New Hire Checklist", verifying professional licenses/certificates, social security numbers, and I9s. Assist with composing job opportunity flyers, responding verbally and in writing to job inquiries, assisting scheduling examinations and job interviews, notifying candidates and department heads of place, dates and times, conducting candidate reference checks, explaining procedures of the examination and interview process to candidates and department heads, maintaining files for audit.

NON-ESSENTIAL FUNCTIONS

5%

Other related duties as assigned.

OTHER

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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**PART B - PHYSICAL AND MENTAL REQUIREMENTS
OF ESSENTIAL FUNCTIONS**

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate in English to staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.			X		
SITTING: Workstation; meetings; training.					X
STANDING: Copy documents, review records, sort mail.		X			
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms, audit attendance; research policies and procedures.					X
COMPREHENSION: Understand employee needs as it relates to Human Resource, laws, rules, regulations, policies and procedures, content of meetings, trainings and work discussions, the dynamic of teamwork.					X
WORKING INDEPENDENTLY: Must be able to sort mail, process Live Scan, physical, IDPs, probation reports, MSAs, new employee information, maintain files, type correspondence with minimal guidance.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY:					X
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY: Boxes of forms, supplies.		X			
LIFTING 20-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons, calculator keys, computer keyboard, fax machine keypad; sort through paperwork.					X
REACHING: Answer telephone, use a mouse; print documents on desk printer; access files.				X	
CARRYING: Transport documents, mail, reams of paper.		X			
CLIMBING:		X			
BENDING AT WAIST: Use copier, access low file drawers.			X		
KNEELING: Access low file drawers.			X		
PUSHING OR PULLING: Open/close doors, file drawers.				X	
HANDLING: Sort paperwork; distribute mail.				X	
DRIVING: Job Fairs; Special Events.		X			
OPERATING EQUIPMENT: Computer, fax, printer, copier and calculator.					X
WORKING INDOOR: Enclosed office environment.					X
WORKING OUTDOORS: Job Fairs; Special Events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature

Date

Supervisor signature

Date

Human Resources signature

Date