

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Business Services Assistant

POSITION NUMBER:

800-945-4707-TBD

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

Disability Determination Service Division/Stockton Branch

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

Operations Support Bureau

SUPERVISOR'S NAME:

Robert Thao

SUPERVISOR'S CLASS:

Disability Evaluation Services Administrator I

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:

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

The BSA does not directly supervise staff, but acts as lead to staff working in the mail and stock rooms.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

The mission of Disability Determination Service is to serve, aid, and protect needy vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

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**CONCEPT OF POSITION:**

Under the direction of the Operations Support Bureau Chief (DESA I), the Business Services Assistant (BSA) has lead responsibility over the supply and mail activities of a Branch office (with staffing from 100 to 200+ employees). The BSA is responsible for the confidential destruction of records, the maintenance of audio visual equipment, and the coordination of equipment and/or furniture moves, within the Branch.

The BSA is a full participant in making decisions regarding team endeavors related to providing services and resources to ensure efficient operation of the Branch.

**A. RESPONSIBILITIES OF POSITION:**

30% The incumbent is responsible for the maintenance of the Branch stock room. The BSA may oversee the Branch mail room. The BSA keeps inventory of general office items, Federal, State and locally originated printed forms/letters, and other miscellaneous supplies. Controls and monitors the disbursement of supplies to each section. Prepares items for shipment to other state agencies or offices. Responsible for initiating requests for replenishment of office supplies and forms from State Stores, the Social Security Administration, and private vendors. Responsible for maintenance of inventory records, setting reorder points, and estimating lag time between reordering and receipt to prevent zero inventory. Responsible for verification of items received; completes reports on items/stock received and forwards them to the Departmental Accounting Bureau, triggering payment to the vendors.

25% Oversees the coordination of mail distribution. Processes and distributes incoming and outgoing internal mail, U.S. Mail and courier service deliveries. Maintains liaison with the United States Post Office and private courier service representatives. Responsible for expeditious and accurate routing and maintenance of records regarding destination of all cases received by the Branch. Is familiar with, and up to date on, pertinent U.S. Postal regulations. Requisitions checks to pay the U.S. Postmaster for Business Reply Accounts, Post Office Box rentals and to replenish the postage meter. Responsible for the duplication, collation, and distribution of procedural manuals, memos, newsletters, forms, form letters, and reports, in a timely manner.

15% Purchases routine equipment; completes accurate and timely records of equipment delivery and maintenance. Is responsible for maintenance of audio visual (A/V) equipment. Schedules the A/V equipment for use by branch staff, particularly the Branch Training Coordinators. Responsible for coordinating moves of equipment and/or furniture within the Branch.

10% Provides back up to the OSBC for facility management issues.

10% Solicits bids from various vendors for equipment or service; may make recommendations to CSSB or Business Services for award of contracts.

5% Responsible for the destruction of confidential records, in accordance with federal requirements for confidentiality, and according to a records destruction schedule, established by the program.

5% May work on special projects identified by management.

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B. SUPERVISION RECEIVED:

General supervision is provided by the Operations Support Bureau Chief, either directly, or through subordinate lead personnel. Supervision is available for resolving the more complex problems that arise. Typically, work is reviewed on an occasional basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The BSA has frequent contact with Branch staff. The BSA has regular contact with staff from State Stores, the Social Security Administration, Central Support Services Branch, and with private vendors, U.S. Post Office personnel, and private mail courier staff.

E. ACTIONS AND CONSEQUENCES:

The BSA is responsible for the maintenance and stock of supplies and equipment for the Branch. Failure to do so could severely impact the branch operations and functioning.

F. OTHER INFORMATION:

The BSA should be able to perform work activity at the medium physical exertion level, i.e., occasionally move 50 pounds, and frequently move 25 pounds. The BSA uses computer applications (e.g., e-mail, word processing, spreadsheets, etc.) in the performance of their duties.