

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Office Assistant (General)		WORKING TITLE Office Assistant		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Enforcement Statistics and Information Management Unit	
ASSIGNED SPECIFIC LOCATION Santa Ana			POSITION NUMBER 400 – 455-1441-904	
BARGAINING UNIT R04	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the close supervision of the Supervisor I with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), the Office Assistant (General) provides clerical and administrative support to the Supervisor I in the Enforcement Statistics and Information Management Unit (ESIMU). The position supports statewide implementation of Senate Bill 20 (SB 20) related to silica exposure compliance by tracking attestation submissions, organizing documentation, coordinating communications, and assisting employers and employees seeking information.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
40%	Maintain and update tracking logs for employer attestation forms submitted under SB 20. Review incoming documents for completeness and route them to appropriate enforcement staff. Track submission deadlines, identify missing or incomplete attestations, and coordinate follow up with district offices and employers. Compile information for compliance summaries, reports, and briefings for ESIMU leadership. Assist employers attempting to file attestations by providing procedural guidance and directing them to appropriate resources.
25%	Maintain organized electronic and physical filing systems for silica related compliance documents, correspondence, and enforcement materials. Ensure records are labeled, stored, and retained in accordance with departmental policies and confidentiality requirements. Assemble packets, reference materials, and document sets for meetings, audits, and internal reviews. Track and route incoming mail, forms, and materials requiring review or action.
20%	Direct calls from employers, employees, and the public to appropriate staff or resources. Provide guidance to employers on locating silica compliance resources, instructions, and forms. Answer questions from Cal/OSHA Enforcement and Legal units regarding attestation status, documentation, and tracking information. Distribute guidance materials, procedural updates, and informational resources to field staff.

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10%	Manage calendars, schedule meetings, and coordinate logistics for enforcement program activities and silica related workgroups. Prepare meeting materials and reference documents. Coordinate travel arrangements, filing, and other administrative tasks. Support communication flow between ESIMU, district offices, program units, and external stakeholders.
Percentage of Time Spent	Marginal Job Functions
5%	Assist with special projects, training materials, or program initiatives as assigned. Provide general clerical support to other administrative staff during absences or peak workload periods. Perform other duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and other employees; maintain confidentiality at all times; handle sensitive and confidential materials and matters in a professional manner; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner and adhere to departmental policies and procedures. The incumbent will travel throughout the state to attend trainings and meetings which include overnight to multiple night stays.

Supervision Received

This incumbent works under the close supervision and receives the majority of assignments from the Supervisor I. The incumbent may also receive assignments from the Deputy Chief for Enforcement, Assistant Deputy Chief for Enforcement, and the Supervisor II of the Enforcement Branch Program Support Unit.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Works in an office setting that is air conditioned, with cubicle workstations exposed to natural and artificial lighting. Daily use of computer, office equipment, and telephone. Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel is required.

Special Requirements/Other Information

The incumbent is expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. All employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The position requires the ability to work at a computer for extended periods of time; transport files,

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documents, and equipment; to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine; travel.

Additional Requirements/Expectations

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DOSH. The incumbent must demonstrate the ability to use the Internet, email, desktop applications and presentation software to complete assignments.

Personal Contacts

The incumbent will have contact with the public, employers, employees, other government agencies, stakeholders and DOSH and DIR staff.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

RL
C&S Analyst Initials

4/2/2026
Approval Date