

**Duty Statement
California Government Operations Agency
State of California**



Classification Title Office Technician (Typing)	Agency California Government Operations Agency
Working Title Office Technician (Typing)	Office/Unit/Section California Education Interagency Council (CEIC)
Position Number 337-102-1139-900	Effective Date
Name	Date Prepared 2/6/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, and the Office of Civil Rights.

Under the general direction of the Supervisor I of the California Education Interagency Council (CEIC), the Office Technician (OT)(Typing) will provide clerical and logistical support to ensure smooth daily operations. Responsibilities include serving as the initial point of contact, managing communications, preparing documents, supporting meetings and events, and assisting with purchasing and fiscal tasks using the Financial Information System for California (Fi\$Cal).

Job Functions

40% (E) Administrative Support and Customer Service

Serve as the initial point of contact for CEIC; answer phones, emails, and greet visitors. Manage incoming/outgoing mail and maintain shared inboxes. Direct inquiries to appropriate staff and provide professional customer service. Prepare and send correspondence and packages. Assist with intake and tracking of CEIC files and inquiries. Maintain accurate logs and ensure timely processing of documents.

25% (E) Document Preparation and Data Entry

Prepare, review, edit, and make accessible a wide variety of documents, including letters, meeting notices, agendas, minutes, reports, and presentations. Perform data entry into tracking systems and maintain records in compliance with retention policies. Assist with incoming and outgoing mail, mail merges, and other forms of data entry.

20% (E) Meeting and Event Support

Assist with scheduling, booking, and logistics for CEIC meetings, trainings, and events (in-person, virtual, and hybrid). Prepare materials and packets, manage registration, and provide clerical and technical support during meetings. Take notes, develop meeting minutes, and distribute materials. Provide assistance to leadership during forums, workshops, and outreach campaigns. Help with preparation of communication materials to promote CEIC initiatives. Maintain stakeholder contact lists. Assist with responding to inquiries. Maintain and assist with scheduling leadership calendar events and meetings.

10 % (E) Purchasing and Fiscal Support

Assist with purchasing office supplies and services; process invoices and travel claims; use Fi\$Cal for tracking and reconciliation; ensure compliance with Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) requirements. Help with processing invoices, travel claims, and purchasing requests in Fi\$Cal. Ensure compliance with state procurement and fiscal policies. Maintain accurate records for audits and reporting. Respond to inquiries and manage shared inbox communications.

5 % (M) Other Duties as Assigned

Perform miscellaneous tasks to support CEIC leadership, including special projects and administrative tasks. Re-prioritize assignments based on organizational needs, respond to urgent requests within established timeframes, and ensure assigned deliverables are completed accurately and on schedule.

Significant Interactions With

GovOps executives, Department of Finance, CalHR, DGS, Fi\$Cal representatives, CEIC leadership, and other internal and external stakeholders.

Reporting Relationships Supervision Received

The Office Technician reports directly to the Supervisor I of CEIC.

Supervision Exercised

None.

Required Skills and Working Conditions

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

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

Other Information

The duties of this position are predominantly performed indoors. The employee’s permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

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

Supervisor Signature	Supervisor Printed Name	Date
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