

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001230	Classification/CBID: Office Technician (G)	Position Number: 810-854-1138-004
Incumbent Name:	Working Title: Reprographics and Support Coordinator	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Regional Administrative Services	Branch/Section/Unit: Chatsworth	Reporting Location: Chatsworth
Supervisor's Name: Leshaneil Shaw	Supervisor's Classification: Supervisor I	Position Telework Eligible: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general supervision of the Supervisor I, the Office Technician (General) serves as the Chatsworth Regional Office Vehicle and Reprographics Coordinator, provides other administrative support and is responsible for the following duties including, but not limited to:

Essential Functions (Including percentage of time):

35%	Vehicle Maintenance Plans and implements a preventive maintenance program for the safety and integrity of the vehicles and to maximize fuel efficiency. Schedules vehicle maintenance appointments with approved vendors. Schedules and transports vehicles for service, coordinating with the Department of General Services (DGS) Office of Fleet and Asset Management (OFAM), State Vehicle Inspector, and DGS-authorized commercial vendors for repair and washing as needed.
------------	---

	<p>Follows through on repairs for any vehicle problems reported by staff. Verifies vehicle repair invoices and submits them to the Regional Administrative Manager for approval and submission to the accounting office. Maintains electronic repair logs for all vehicles. Collect and reviews the Monthly Travel Logs (STD. 273) from each vehicle for completeness; enter data into the DGS OFAM database. Prepares and inputs data into the DTSC State Vehicle Monthly Mileage Summary report. Submits the report to the DTSC Statewide Vehicle Administrator by the required due dates. Assists in assessing vehicle inventory needs for the Sacramento Regional Office. Coordinates with supervisor to develop the justification request for additional or replacement vehicles, including the preparation of Vehicle Acquisition Request (OFA 160). Coordinates with the Procurement Analyst to purchase vehicles supplies, components, or accessories that contain recycled or environmentally friendly materials consistent with state contract and procurement requirements. Prepares the property survey reports for DTSC owned vehicles, obtains approvals and coordinates disposal. Assists staff in completing and submitting Accident Reports as required by the State Administrative Manual. Responds to and schedules staff requests to reserve vehicles utilizing the Outlook Vehicle Reservation System. Send confirmation notices to staff and assist with identifying and offering alternatives when there is a scheduling conflict, or the vehicle is unavailable. Checks-out vehicles to staff and issues vehicle packets, including keys, credit card, mileage log and proper forms. Ensure all state regulations and policies are followed by informing staff and updating each vehicle’s binder. Processes all mandatory State Vehicle Reservation and Overnight Request forms, confirming appropriate approval is obtained. Check-in returned vehicles, validating that the vehicle packets are complete with keys, credit card(s) and a completed mileage log. Frequently visually inspects vehicle for cleanliness, damage, and mileage. Maintains security for the vehicle packets and duplicate keys, maintaining them in a secure, locked location when not in use. Updates the Vehicle Reservation Monitor Tracking Log and completes logs for records retention. Reviews the fuel card statement for leased vehicles routed through the Accounting Office to ensure charges are accurate. Research and report discrepancies to the Accounting Office, Regional Administrative Manager and DTSC Statewide Vehicle Administrator. Responsible for the acquisition and request of replacement cards through DGS OFAM. Assists and instructs staff regarding the appropriate use of the fleet fuel card.</p>
<p>20%</p>	<p><u>Reprographic Support</u> Provides photocopying services for regional programs utilizing either a large copier or color copier. Prepares mass mail requests and operates a multi-functional mail machine that folds, stuffs, and seals envelopes. Organizes and coordinates large mail outs for DTSC Regional Programs. Assists in mass producing of labels, letters, and announcements. Assists in other administrative clerical requests when necessary, using word processing software. Provides routine maintenance on all printers, copiers, and fax machines.</p>
<p>15%</p>	<p><u>Supply Coordinator</u> Serves as supply coordinator and merchandise receiver. Maintains supply room inventory for all general office supplies for the Sacramento Regional Office and DTSC Headquarters. Submits supply requests ensuring supplies requested are on the approved general office supply list. Maintains records on all incoming and outgoing supplies and conducts bi-annual inventory inspections. Process all supply requests from staff. Signs for received supply orders and reconcile the receipts of merchandise and supplies with the invoices and packing slip. Notify the Procurement Analyst of any discrepancies and work with vendors to correct errors if necessary. Submits paperwork to procurement Analyst for processing. Description of duties . . .]</p>
<p>10%</p>	<p><u>Special Projects</u> Performs other related administrative services duties as assigned, including, but not limited to, the following: provides backup coverage for the reception desk; answers, screens and transfers incoming telephone calls to Sacramento Regional Office staff; greets visitors and provides visitors pass; reserves and confirms conference rooms; opens, date stamps, and sorts incoming mail; distributes and collects incoming/outgoing mail; prepares shipping/mailling labels; receives and signs for express packages and certified mail; and distribute checks; assists as needed with facilities management.</p>

10%	<p><u>Video Conference and Audio-Visual Coordinator</u></p> <p>Monitors the meeting room reservation systems for video conference, meeting room and audio-visual needs. Maintains equipment tracking logs for all audio-visual equipment. Assembles audio visual equipment and seating arrangements as per staff needs. Secures all audio-visual equipment when not in use in locked cabinets. Notifies DTSC’s Business Services and/or Office of Environmental Information Management (OEIM) to report problems with damaged or malfunctioning equipment. Maintains audio visual equipment inventory and makes recommendations for updating outdated equipment as necessary.</p>
------------	--

Marginal Functions (Including percentage of time):

5%	<p><u>Administrative Duties</u></p> <p>Performs administrative duties including, but not limited to: adheres to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.</p>
-----------	--

5%	<p><u>Other Related Duties</u></p> <p>Performs other related administrative services duties as assigned, including, but not limited to, the following: provides backup coverage for the reception desk; answers, screens and transfers incoming telephone calls to Sacramento Regional Office staff; greets visitors and provides visitors pass; reserves and confirms conference rooms; opens, date stamps, and sorts incoming mail; distributes and collects incoming/outgoing mail; prepares shipping/ mailing labels; receives and signs for express packages and certified mail; provides photocopying services; prepares mass mailings; operates folder/stuffer/sealer mailing machine and mail meter; and distribute checks; assists as needed with facilities management including hoteling and hot desk operations.</p>
-----------	---

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift XX pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position? **YES** **NO**

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specifications and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: [Click or tap here to enter text.](#) Date Approved: [Click or tap to enter a date.](#)

Revision Date (if applicable): [Click or tap to enter a date.](#)