



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Office Technician (Typing)					
BRANCH					
Opportunities for All Branch					
DIVISION				OFFICE	
Nutrition Services Division				Pomona Distribution Center	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	0609	174-192-1139-009	Pomona	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general supervision of the Business Service Officer (BSO) I (Supervisor) in the Pomona Distribution Center (PDC), the Office Technician (OT) (Typing) is responsible for providing support and completing tasks associated with the South State Co-op (SSC) participants that implement the National School Lunch Program (NSLP). The OT tracks preplanner surveys, separates batch paperwork, and prepares, monitors, and closes allocations; completes paperwork, and files; receives, processes, and distributes incoming mail; assists with the ordering and delivery coordination of U.S. Department of Agriculture (USDA) Foods and Department of Defense Fresh Fruit and Vegetables (DoD Fresh); assists participating agencies with ordering questions and with completing their allocation; and monitors extended storage. Hybrid schedule requires a minimum of three days per week reporting to the office in-person. Core business hours: M-F, 6 a.m. to 2:30 p.m.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The OT reports directly to the BSO I and indirectly to the Warehouse Manager II of the PDC of the Distribution and Processing Unit-South (DPU-S) of the Food Distribution Program (FDP) in the Programs Section of the Nutrition Services Division (NSD). The incumbent may also receive direction from the Supervisor I of the DPU-S, the Food Distribution Program's (FDP) Supervisor II, or the Supervisor I of the DPU-North.					
SUPERVISORY RESPONSIBILITIES					
This position does not have any supervisory responsibilities.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting and in warehouse, exposed to seasonal temperature changes. Hybrid schedule requires a minimum of three days per week reporting to the office in person. Core business hours: M-F, 6 a.m. to 2:30 p.m.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Support and Communication for SSC:**

Work with the local educational agencies that participate in the NSLP as part of the SSC; provide assistance and systems support to gather, review, process, and make electronic allocations based on ordering information provided on preplanner surveys; print allocations; update spreadsheet for each agency from printout. Electronically allocate DoD Fresh to the SSC and assign delivery periods for SSC allocations; prepare and open the SSC ordering periods; create and cancel allocations as adjustments are received. Monitor and maintain the SSC take rate and update the spreadsheet as necessary; email each SSC regarding their take rate with impending extended storage transfer dates. Receive, process, create, and monitor extended storage requests, invoices, and cancellations for the SSC. Notify the SSC of impending transfer dates into extended storage of USDA Foods. Attend SSC conference calls and remote meetings. Prepare, maintain, and set-up new SSC file folders as needed. Assist agencies with ordering questions and with the completion of their allocation orders. Work closely with SSC Ordering Coordinator at headquarters to support the resolution of issues.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Orders and Operations Support:**

Stamp batch folders to have on hand; print out warehouse pick lists; release orders in the inventory management system; stamp the #2 Bill of Lading for pallet information; separate batch paperwork; prepare folders; file batch folders. Review completed #2 Bill of Lading paperwork, input/update invoicing spreadsheet; file into batch folder; input pallet data on spreadsheet; file and complete batch folder. Review delivered batch paperwork to complete and file batch folders. Input pallet gains and losses in the Microsoft Excel spreadsheet. Assist the other PDC OT who orders DoD Fresh with the orders, and other duties as per operational needs. Assist with scheduling USDA Foods inbound delivery appointments. Maintain the record-keeping of the SSC allocation take rates. Monitor, review, resolve reported overages, shortages, and damages in the Child Nutrition Information and Payment System.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Other Duties Performed:**

Assist with answering phone inquiries and direct calls to appropriate staff. Maintain and operate office equipment such as the fax, copier, and scanner machines. Attend meetings. Assist with general filing and document management for PDC operations. Perform other job-related duties as required.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Ability to work and communicate effectively, interacting with NSD and department staff, recipient agencies, vendors, and contractors. Exhibit excellent attendance, punctuality, and dependability. Ability to help facilitate expeditious resolution of problems from in-person requests, incoming phone calls, and emails. Excellent computer skills, using Outlook, Word, and Excel. Experience entering information, completing tasks, and running reports from a database. A strong attention to detail. Ability to provide excellent customer service and to be flexible with changing priorities. Ability to type a minimum of 40 words per minute.

PERSONAL CONTACTS

Contact with managers and staff in the FDP and other units in the NSD; may also interact with other divisions in the CDE, such as the Human Resources Division; external government agencies, such as the USDA; and external contacts including local educational agencies and service vendors.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME

Sergio Iturburu

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor