

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-613-1139-909</b>
Classification: Office Technician (Typing)	Tenure/Time Base: Permanent / Full-Time
Working Title: Office Support Technician	Work Location: 2 MacArthur Place, Suite 100 Santa Ana, CA 92707
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Food Safety and Protection Section / Food Protection Santa Ana Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### **Competencies**

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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### **Job Summary**

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Office Technician (Typing) works in a Food and Drug Branch (FDB) district office and provides administrative and clerical support by performing a variety of the most difficult administrative duties. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.

The incumbent works under the direction of the Senior Environmental Scientist (Supervisory) (SESS) of the Food Protection Santa Ana Unit.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: A valid typing certificate is required.
- Other:

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**Essential Functions (including percentage of time)**

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- 35% Inputs data from multiple sources into various FDB databases or spreadsheets. Using a department-issued computer, prepares and publishes monthly reports summarizing field actions and field staff time accounting. Checks in/out with the SESS in the office, handles mail and front door interactions, and secures the office at close of business. Coordinates shredding services by monitoring shred bins, ensuring they are locked; calls vendors for pickup; prepares and tracks GLS shipments, updates Excel spreadsheet (e.g. new firm applications), and distributes routine pH reports to firms. Supports digitization of physical records in the file room, following specific scanning and file-saving procedures.
- 20% Drafts and formats reports, letters, charts, and technical documents according to departmental standards. Reviews and edits materials for grammar, accuracy, and completeness. Prepares official correspondence and regulatory documents for legal proceedings. Records meeting or hearing minutes and prepares summaries or official documentation for recordkeeping.
- 15% Operates the main reception desk: answers and routes calls, takes messages, and provides information to the public and staff. Applies knowledge of FDB policies and procedures to address inquiries and concerns. Schedules and coordinates meetings for department staff and external representatives. Provides referrals to government agencies or consumer complaint resources and supports virtual or in-person proctor interviews.
- 10% Maintains and tracks office and field supply inventories using spreadsheets. Prepares purchase documents, solicits bids, and ensures timely supply orders. Coordinates maintenance and service requests for office equipment.
- 10% Maintains office and program files related to recalls, correspondence, and technical topics. Updates and purges regulatory reference materials according to records retention schedules. Organizes and maintains reports and administrative files.
- 5% Receives, opens, date stamps, and sorts incoming mail for distribution to the appropriate staff. Processes outgoing mail and handles special mailing requests.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as required.

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

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

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: Nathalia Klyn

Date: 05/27/2026