



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Management Services Technician	549-670-5278-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Management Services Technician	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	101 J Street, Sacramento CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Administrative Officer III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of the Administrative Officer III, the Management Services Technician performs a variety of technical and analytical tasks, including personnel, payroll, benefits, workers' compensation, accounting support, and administrative support functions for the Capital District Administrative Services Office. The incumbent independently applies State laws, departmental policies, bargaining unit agreements, personnel procedures, and accounting regulations in support of district operations. The position exercises discretion in handling confidential personnel and payroll information and provides consultative support to supervisors and employees regarding human resources and administrative processes.</p> <p>The incumbent supports personnel and administrative functions for the Capital District, including the District Office, Capitol Museum and Mansion Sector, History Sector, and Old Sacramento Sector.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<u>Personnel Administration, Timekeeping, and Payroll Coordination</u> Serves as the District timekeeper for all permanent, intermittent, seasonal, and hourly employees and ensures accurate processing of timesheets, leave balances, dock calculations, payroll adjustments, and attendance documentation. Reviews and processes Personnel Action Requests (PARs), appointments, transfers, separations, pay adjustments, and related personnel transactions in accordance with State Personnel Board rules, CALHR policies, departmental procedures, and bargaining unit agreements. Prepares, assembles, and tracks personnel documentation through completion and assists supervisors in developing and revising duty statements utilizing State Personnel Board classification specifications and departmental guidelines. Maintains Official Personnel Files and confidential supervisory files in compliance with records retention requirements and confidentiality standards. Researches and resolves payroll discrepancies, personnel transaction issues, and leave accounting concerns. Processes payroll documentation associated with reimbursable projects and interprets written policies, procedures, memoranda, and labor agreements related to personnel administration.	
20%	<u>Benefits Administration and Employee Support</u> Processes employee benefit documents, including health, dental, vision, retirement, deferred compensation, FlexElect, COBRA, and Family Medical Leave Act (FMLA) forms. Assists	

	employees in accurately completing personnel and benefits paperwork and provides information regarding available benefit programs and enrollment procedures. Maintains current knowledge of bargaining unit agreements, CALHR policies, and benefits regulations to ensure accurate guidance and compliance. Coordinates and distributes employee informational materials related to personnel and benefits programs. Provides orientation and personnel-related training to new employees and responds to routine personnel, payroll, and benefits inquiries from staff and supervisors. Works with the Employee Disability Unit for Non-Industrial Disability Insurance (NDI), and State Disability Insurance (SDI).
15%	<u>Workers' Compensation and Personnel Program Support</u> Coordinates administrative functions related to workers' compensation and personnel program compliance. Processes State Compensation Insurance Fund (SCIF) forms and maintains required Cal-OSHA 300 logs. Ensures timely submission of workers' compensation claim packets and supporting documentation to avoid penalties and delays. Coordinates with the Workers' Compensation Unit, supervisors, and management regarding return-to-work matters, Industrial Disability Leave, catastrophic leave, and leave balance adjustments. Monitors leave accounting related to industrial injuries and ensures accurate posting of leave credits and attendance records. Guides supervisors regarding workers' compensation reporting requirements and personnel procedures and assists in conducting staff training related to leave accounting and administrative policies.
15%	<u>Accounting Support, Reconciliation, and Management Analysis</u> Performs technical accounting support and analytical duties related to district personnel expenditures and labor reporting. Reconciles warrant registers, labor distribution reports, Tempo account coding, and Labor Information Application (LIA) data to ensure payroll charges and benefits expenditures are accurate. Identifies discrepancies, researches errors, and takes corrective action on routine accounting and payroll-related reports. Assists with reconciliation and import of Headquarters Personal Services data into District database systems and prepares expenditure reports, personnel cost summaries, and account balance reports for management review. Assists administrative management staff with budget preparation and personnel expenditure tracking and serves as liaison between District staff and Headquarters Accounting and Human Resources staff regarding personnel and accounting matters.
10%	<u>Uniform Allowance Administration and Miscellaneous Administrative Support</u> Prepares and processes uniform allowance certifications and reimbursement documentation for eligible employees in applicable bargaining units. Maintains accurate tracking records for uniform allowance payments and assists management staff with special projects, audits, reporting requests, and administrative assignments. Performs other related duties as assigned.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
The incumbent works in a fast-paced administrative office environment located on the second floor of an office building. This position is performed in a temperature-controlled office environment. The position requires prolonged periods of sitting while using a computer, telephone, and other standard office equipment. The work environment includes frequent interruptions, multiple deadlines, and regular interaction with staff, management, vendors, and the public. The incumbent may occasionally need to lift, move, or transport office equipment, files, or supplies weighing up to approximately 25 pounds. The position may require walking, standing, bending, reaching, and using stairs to access offices, storage areas, or meeting spaces.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	

Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE