

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001269	Classification/CBID: Office Technician (General) / R04	Position Number: 810-851-1138-007
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Regional Administrative Services	Branch/Section/Unit: Regional Administrative Services	Reporting Location: Cal Center
Supervisor's Name: Farah Scheidel	Supervisor's Classification: Manager II	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 supervision of the Supervisor I the Office Technician (General) provides clerical support such as creating and maintaining files, scanning and organizing documents, and responding to Public Record Act requests. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time)

40%	File Room Records Maintains large volumes of complex, confidential, and sensitive records by ensuring documents are filed in appropriate folder and location as submitted to the Cal center Regional Central File Room.
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	<p>Prepares new folders to establish new facility/site files or extension folders in accordance with the Regional Uniform File Procedures. Ensure security of confidential records by filing appropriate documentation in a secure location. Periodically audits files to ensure filing accuracy. Cross-references site records by utilizing the DTSC 1288 form for site files that have more than one name or oversized documents. Processes file requests, research and retrieves records for DTSC staff, state and federal staff, legislative staff, attorneys representing potential responsible parties, auditors, and the public. Inform requestors of policies and procedures, denial, delays, and any appropriate fees. Processes the checkout and return of facility and site documents, records, files, binders, etc. Maintains a tickler system to track the location of files, person to whom files are checked, and return dates and follows up when files are due to be returned to the Cal center Regional Central File Room.</p>
<p>20%</p>	<p><u>Electronic Records</u> Maintains an electronic inventory of all files in the Cal center Regional Central File Room, utilizing Microsoft Excel and Tab Fusion, to track the location and status of each site and file (e.g. on loan to regional staff, transferred to another regional office, etc.). Creates file labels in accordance with the Regional Central Files Operations Manual, using the Tab Fusion database. Assists regional program staff with ensuring that information in the Tab Fusion database is accurate and complete. Compiles records management reports for inclusion in the DTSC's Annual Records Management Report to the Department of General Services regarding type, volume, and disposition of records, and any other reports as requested.</p>
<p>20%</p>	<p><u>Public Records Act Request</u> Obtains facility and site documents, records, files, binders, etc. requested for those facilities and sites maintained by the Cal center Regional Central File Room. Provides oral and written responses to Public Records Act Requests in accordance with provisions of the Public Records Act, Public Records Act Requests Policy and Procedures, and other DTSC procedures. Types and submits Public Records Act Requests responses for requesters. Notifies program staff within 24 hours of receipt for file review requests received, files referenced and any confidential reviews. Ensures departmental responses are sent to the requester within the 10-day limit mandated by the Public Records Act. Prepares for file reviews by pulling and organizing files, reports, documents, maps, etc. Schedules appointments and oversees file reviews in coordination with the project manager. Ensures security of records and original documents are not removed from the Cal center Regional Central File Room. Calculates and collects copy fees from the public, and issues receipts. Prepares transmittal forms and transfers monies received into a money order to submit to DTSC's Accounting. Maintains file of receipt records for audit purposes. Updates the Public Records Act Requests tracking database to track response time and the volume of requests. Generates weekly reports and submits to the Office of External Affairs and management.</p>
<p>10%</p>	<p><u>Records Retention</u> Assists regional program staff with maintenance of records by identifying file categories to be destroyed or transferred to the State Records Center in accordance with DTSC's current Records Retention Schedule. Adheres to the Department of General Services' guidelines for submitting files to the State Records Center by completing necessary forms and signatures. Inventories site records eligible for shipment pursuant to the approved Records Retention Schedule and submits to the DTSC Project Manager for approval. Completes required Department of General Services Records Transfer List (STD. 71) and requests the Department of General Services' approval to transfer records through DTSC's Business Services. Coordinates with the DTSC's Business Services when staff request files be retrieved from the State Records Center.</p>
<p>5%</p>	<p><u>Administrative Duties</u> Performs administrative duties including, but not limited to: adheres to Department 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 time sheets by the due date.</p>

Marginal Functions (Including percentage of time):

5%	<p><u>Other Related Duties</u></p> <p>Performs other related duties including, but not limited to, assists in regional exams and interviews by verifying candidate identification and providing exam and interview information to candidates; distributes and maintains log for payroll, travel, and training advances and expense disbursements; assists with drafting, editing, and finalizing documents, reports, and correspondence; provides routine maintenance of office equipment on all multifunction copier machines; prepares monthly meter use reading reports and submits to Business Services by the required deadline.</p>
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Consequences of Error: (if applicable) N/A

Typical Physical Conditions/Demands:

The incumbent works up to 40 hours per week, Monday through Friday in an office setting with artificial and natural light. The incumbent will lift and move boxes and carry up to 25 pounds. The incumbent may sit, bend, stoop, and stand for long periods of time, as well as extend both arms above head level. The incumbent will push a dolly or pushcart to transport mail, files, binders and boxes. The incumbent will be working with office equipment such as personal computers, peripherals, folder/stuffer/sealer mailing machines, mail meter, and multifunction copiers.

Typical Working Conditions:

The incumbent must demonstrate the ability to work well with others. The incumbent must demonstrate the ability to perform routine clerical work, including the ability to spell correctly, use proper grammar and make mathematical computations. The incumbent must demonstrate knowledge of modern office methods. The incumbent must demonstrate the ability to use a personal computer to organize and develop appropriate and understandable written materials including letters, memos, charts, and graphs using programs such as Microsoft Outlook, Excel, and Word. The incumbent must be able to work effectively in a team environment to complete assignments in a timely and efficient manner.

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*.		
<i>*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.)</i>		
Do you need a reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES	<input type="checkbox"/> 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: HN Date Approved: 6/5/26
- Revision Date (if applicable): Click or tap to enter a date.