

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

| | | |
|---|---|----------------------|
| RPA NUMBER 29896 | DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD) | |
| UNIT NAME FMD/Region II/Redding/Red Bluff | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 2135 Civic Center Dr Redding, CA 96001 | |
| CIVIL SERVICE CLASSIFICATION Office Technician (Typing) | POSITION NUMBER 308-052-1139-001 | CBID R04 |
| POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A | WORK WEEK GROUP 2 |
| WORK SCHEDULE (DAYS / HOURS) Monday - Friday/8:00 a.m. to 5:00 p.m. | TENURE P | |
| WORKING TITLE Attendance Clerk | TIMEBASE FT | |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____ | |
| PROPOSED INCUMBENT (IF KNOWN) | EFFECTIVE DATE | |

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Supervisor I in the Facilities Management Division/Redding, Red Bluff, the Office Technician (Typing) will perform complex and sensitive Attendance Clerk (AC) duties, function as the liaison between FMD employees and the Office of Human Resources (OHR), and general clerical duties for FMD, utilizing Project Accounting & Leave (PAL), HR Memorandums, the CalHR website and the Personnel Operations Manual (POM) and knowledge of all laws, codes, rules, policies and procedures pertaining to new employees, employee changes and employee separations.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Typing

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

ESSENTIAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|---|
| 35% | Validate, process and perform a variety of the most difficult and sensitive AC duties related to appointments, separations, benefits, payroll and timekeeping, including Quick Employee Entry, verification of completed benefit and new employee forms, and generating original correspondence to OHR pertaining to new hires, separations and transfers, in order to ensure that all FMD employees are provided essential HR information that is in compliance with state requirements. |
| 30% | Independently provide sensitive and timely customer service to FMD employees, DGS employees, interviewees, and the public, by performing research and responding to incoming inquiries, coordinating and scheduling interviews and meetings, and directing phone calls to appropriate recipients, in order to ensure timely processing of sensitive and/or confidential documents as well as |

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|------------|---|
| | to provide excellent and responsive customer service. |
| 10% | Provide clerical support to FMD managers and supervisors by typing memos, letters and other correspondence and documents, maintaining confidential files, maintaining database spreadsheets, maintaining physical inventory of all office equipment and supplies, and accurately processing and distributing confidential mail in order to ensure excellent customer service for FMD by utilizing Microsoft Office, FMD guidelines and office procedures. |
| 10% | Prepare and process Training Requests received from FMD staff, with management approval, consult with FMD management regarding office training and development needs, maintain an automated system containing detailed training records and prepare training reports required by FMD management in order to ensure employees training requests are processed in a timely manner utilizing ABMS and MS Office. |
| 10% | Coordinate and oversee the commuter voucher program, requests for public records, maintenance of records transfer list and surplus property, telecommunications moves and space utilization, maintenance of FMD equipment inventory, and emergency response drills and safety planning by working closely with FMD employees, the Office of Legal Services, the Records Facility, and Business Services, in order to ensure excellent customer services for FMD, in accordance with all laws, rules, regulations, guidelines and departmental procedures. |

MARGINAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|---|
| 5% | Participate in quality work teams in order to resolve issues, re-engineer processes, develop training, and work on special projects as requested by management. |

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

Possess excellent communication skills, both oral and written.

Handle stress and meet deadlines effectively.

Able to lift office supplies, books, manuals, etc.

DESIRABLE QUALIFICATIONS

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|
| | | |

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

| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
|-----------------|----------------------|-------------|
| | | |

| C & P APPROVED BY | DATE SIGNED |
|-------------------|-------------|
| | |