



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 5278 Management Services Technician
Branch: Occupational Licensing Branch	Working Title: Management Services Technician
Unit: Occupational Licensing Inspections	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 201-5278-001	CBID/Bargaining Unit: R01
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under the supervision of the Occupational Licensing Inspections Branch (OLIB) Chief, the Management Services Technician performs the following functions:	
Percentage and Essential/Marginal Functions:	
40%	<p>Inspection Management and Research (E)</p> <p>Perform the less complex, analytical tasks including, maintaining and auditing the inspections time management in the case management system and digital experience platform, for completeness and timelines; prepare the less technical and related reports</p>



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	by gathering and compiling data from OLIB offices; assist with researching the CA Vehicle Code, DMV Policies and Procedures and other written policies and laws for the Manager III. Track OLIB assigned state-owned vehicles and mileage.
30%	<p>Reports & Budget (E)</p> <p>Track all OLIB training documents, end of month reports and expenditure reports. Monitor and track workload indicators; prepare and modify written correspondence. Track trends of all related travel expenditures for the branch. Prepare travel arrangements, itineraries, advances and claims. Independently review and file documents. Prepare and route confidential documents such as probationary reports and annual performance appraisals, and keys statistical and tracking information regarding employees in to computer database.</p>
25%	<p>Supplies, Inventory and Roster (E)</p> <p>Maintain accurate records of inventory of all equipment and office furnishings for OLIB. Order, inventory, and distribute office and equipment supplies using the State credit card (CAL-Card). Maintains attendance which includes processing all documents relating to attendance, and benefits such as the data entry of Time Card Records, tracking leave balances, appointments and separation documents. Assists employees with health/dental enrollment and change requests; informs and responds to employee inquiries on general HR questions.</p>
5%	<p>Other Duties (M)</p> <p>Assignment to special projects as directed. Other job-related duties as required.</p>

<p>Supervision Received: The MST works under supervision of the Branch Chief and may receive direction from the Manager IIIs.</p>
<p>Supervision Exercised and Staff Numbers: Does not provide supervision to others but may guide staff in completing tasks.</p>
<p>Physical Requirements: Will be sitting (may be sitting for long periods of time), standing, and moving around office environment; occasional lifting up to 10 pounds. Will be accessing computers, typing/data entry.</p>
<p>Special Requirements: Customer service skills, computer proficiency (Microsoft Suite, PDF/Adobe), dependability and punctuality, written and verbal communication, interpersonal skills. The ability to</p>



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comprehend and retain complex procedures.

Personal Contacts: Will interact with all levels of departmental staff by Microsoft Teams and email. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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	MANAGER/SUPERVISOR SIGNATURE	DATE