



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 1139 Office Technician (Typing)
Branch: Human Resources Branch	Working Title: Office Technician
Unit: Chief, Human Resources Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 030-1139-003	CBID/Bargaining Unit: R04
<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	Effective Date: 02/01/2024

Direction Statement and General Description of Duties: Under the direction of the Office Services Supervisor (OSS) II, Reception and Records Unit, the Office Technician provides personnel and reception services for the HRB. The duties include, but are not limited to the following:

Percentage and Essential/Marginal Functions:

30%	<p>(E)</p> <p>Maintains personnel records for Human Resources Branch staff. Tracks and monitors all incoming/outgoing HRB personnel documentation. Records statistical tracking information and reports for HRB staff. Reviews documents for completeness and identifies whether any missing/supporting information is needed or required. Files</p>
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	<p>confidential personnel documents; retrieves information from databases; and corresponds professionally with HRB Team Leaders and staff via email or telephone to request information. Coordinates timely receipt of information while observing time frames associated with the documentation type; and routes administrative documents to appropriate staff.</p>
30%	<p>(E)</p> <p>Orders, maintains, and distributes supplies, forms, manuals, equipment, etc. based on the HRB operational needs, and takes initiative by anticipating the needs to ensure the necessary supplies are on hand. Reconciles purchase documents, completes requests for supplies. Reviews orders and resolves problems concerning acceptability of supplies, delivery schedule, billing, etc. Adheres to and advises on departmental and control agency purchasing policies and procedures; and researches product availability and secures exemption from control agencies such as Prison Industry Authority and Department of General Services.</p>
25%	<p>(E)</p> <p>Provides general administrative clerical support for Human Resources Branch (HRB). Shares receptionist duties for the HRB public counter which may involve sensitive and difficult contacts, greets visitors to the public counter, determines the nature of the inquiry, and provides information or service requested. Answers, screens, directs sensitive and difficult telephone calls to the appropriate unit within HRB or the department; schedules appointments for Livescan and to review Official Personnel Folders.</p>
10%	<p>(E)</p> <p>Performs additional clerical support duties; including reviews and routes incoming mail, picks up and delivers incoming and outgoing mail. Establishes electronic files in accordance with established naming conventions. Maintains various unit file systems and purges files in accordance with the approved File Retention Schedule.</p>
5%	<p>(M)</p> <p>Performs other job-related duties as required.</p>

Supervision Received: The OT reports to and receives the majority of assignments and direction from the OSS II, and may receive direction from the SSMI.



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Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may be required to provide functional guidance to OA staff in the RRU.
Physical Requirements: Occasional reaching above shoulder level, occasional bending/stooping, answering a telephone, sorting, filing, and reviewing documents.
Special Requirements: Ability to type at a speed of not less than 40 wpm.
Personal Contacts: This position will interact with potential employees, all levels of HRB and departmental staff and managers via email, telephone, or in person. 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