



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 5278 Management Services Technician
Branch: Staff Services Branch	Working Title: Management Services Technician
Unit: Staff Services	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 202-5278-001	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: 08/19/2025

<p>Direction Statement and General Description of Duties: Under the direction of the Operations Divisions Chief of Staff, the Management Services Technician supports the Operations Modernization Branch. The incumbent's duties include, but are not limited to the following responsibilities:</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	<p>Reports and Data (E)</p> <p>Independently gathers and reviews program information to create various reports. Completes monthly staffing reports and workload reports detailing the Branch's assignments. Collects and analyzes workload data to create statistical reports to submit</p>



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	<p>to management. Prepares training/personnel documents as required. Responsible for maintaining, updating and sharing reports to support the department's mission critical Driver Licensing (DL), Vehicle Registration (VR), Industry Services, and Document Services programs. Develops, prepares, maintains, publicizes, and distributes the various section reports and publications. Develops, organizes, and maintains the section's electronic and paper files and makes independent decisions on which materials to destroy or retain. Maintains the Branch's Record Retention Program. Puts together the divisional Fan Out Chart and phone listings.</p>
30%	<p>Track and Monitor (E)</p> <p>Compiles, tracks, monitors and performs analysis of data to determine discrepancies and reports findings to the OMB Management. Performs timekeeping duties for the OMB staff. Completes monthly Oracle Time and Labor reports (OTL) and overtime reports. Monitors and tracks confidential probationary reports to ensure due dates are met. Works closely with management regarding personnel matters. Reconciles LAB reports and distributes to divisional managers. Coordinates the Division's recycling program as well as the Bilingual Language Survey.</p>
20%	<p>Research (E)</p> <p>Performs research and analysis functions to develop background and program information for the less complex assignments or projects by working with staff, managers, departmental and other governmental agency employees. Gathers information for activity-based costing and statistics. Researches and assists the Section Managers with the development of branch overhead budgets, legislative reports, training/work plans, equipment, and supply needs, and maintaining inventories relevant to operations. Coordinates the purchase and distribution of the divisional service awards and Branch supply orders.</p>
10%	<p>Miscellaneous (M)</p> <p>Schedules and coordinates meetings to ensure that necessary materials are arranged, copied, and distributed in a timely manner. Performs other job-related duties as assigned.</p>

Supervision Received: The Management Services Technician reports directly to and receives assignments from the Chief of Staff.



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Supervision Exercised and Staff Numbers: None.
Physical Requirements: Will be sedentary and typing for long periods of time. Travel to attend meetings and presentations may be required.
Special Requirements: None.
Personal Contacts: Will interact daily with departmental managers and staff, vendors, as well as the public by phone, email, in person, and mail as needed. 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



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Special Requirements:
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