

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-1138-002
Classification: Office Technician (General)	Tenure/Time Base: Permanent / Full-Time
Working Title: Office Technician	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Financial Operations and Analysis Section / Program Operations Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing mail services, ordering and maintaining supplies, monitoring copiers and office equipment needs, managing filing and record retention schedule, distributing constituent queries, and reporting information technology (IT) and facility maintenance issues for the Radiologic Health Branch (RHB).

This position also provides the most difficult administrative and clerical support, including processing

invoices and receipts, assisting with obtaining quotes for purchase orders, providing fleet and human resources support.

The Office Technician (General) (OT [G]) works under the general supervision of the Supervisor I (Sup I) in the Program Operations Unit (POU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% **Mail Processes:** The primary responsibility of the OT (G) is RHB's daily mail pick-up and distribution. Responsibilities include date stamping, opening, identifying, and distributing large volumes of mail twice a day to the appropriate units within the Branch. Sorts incoming mail by unit and mail type, including renewals, new applications, facility payments, and court documents. Organizes and bundles each category of mail and ensures all items are routed to the correct point of contact. Prepares RHB outgoing mail and delivers it to the mail pick-up area. Prepares appropriate forms for certified mail and packages delivered with Global Landing Services (GLS), United Parcel Service (UPS), United States Postal Services (USPS), and FedEx to deliver them to the mail pick-up area. Responsible for daily pick-up and delivery of inter-agency office mail from and for other CDPH programs, including Accounting, Program Support Division (PSD), Human Resources Division (HRD), Information Technology Services Division (ITSD), and Budgets. Delivers purchase order items to appropriate staff; collects pay warrants from Accounting and distributes them to the correct units within RHB. Acts as the point of contact for all mail services and independently addresses all mailing needs for RHB. Serves as the team leader for the mail distribution process and may be required to participate in team discussions and data gathering regarding RHB's incoming and outgoing mail processes to help improve mail services within the Branch.

35% **Records and Staff Services:** Provides clerical support to maintain the Branch's record retention schedule, coordinating with Unit Chiefs to ensure compliance. Duties include xeroxing, faxing, light typing, and submitting invoices electronically for payment through the Invoice Processing Portal. Receives constituent queries via email or phone and routes them to the appropriate Section within the Branch for response. The OT (G) physically files and distributes all items to the correct point of contact. Processes Continuing Education Credits and addresses changes, purging them according to the Branch's retention schedule; maintains and updates the Branch floor map; manages all copier services, including meter readings, clearing copier jams, changing toner, and reporting service or repair problems. Assists the POU with obtaining quotes for purchase orders and processing invoices in the portal. Provides fleet support, including travel log coordination. Assists with electronic filing of human resources documents and training certificates and helps coordinate in-person interviews as needed.

- 15% **Maintenance and Requests:** Performs accounting receipt reconciliation using documents from CDPH's Accounting and updates the RHB revenue log. Coordinates battery recycling bin pick-up with PSD. Reports maintenance issues via the East End Complex Maintenance Mailbox. Assists staff with reserving conference space and room technology. Physically maintains and organizes the RHB supply room. Submits requests for surplus equipment, facilities, and IT needs for the Branch, and coordinates confidential shredding with the CDPH-approved vendor.

Marginal Functions (including percentage of time)
--

- 10% Performs other work-related duties as required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 07/06/2026