


Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Statewide Hospital Planning and Development Office Support Section Records Management and Reporting Unit 
Position Number 441-445-1139-006	Telework Option Hybrid
Classification Office Technician (Typing)	Working Title Office Technician (Typing)
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

The Office Technician (OT) (Typing) (T) assists in the maintenance of official health care facility construction project files (hard copy and electronic) and provides administrative support to the Office of Statewide Hospital Planning and Development (OSHPD).

Essential Job Functions

- 35%** Assist Department of Health Care Access and Information's (HCAI) Legal Office with requests for retrieval of closed project files and architectural drawings for pending litigation and Public Records Act requests; locate specific documents using the existing database and manually reviewing all architect files. Create and maintain an index database of all project files, architectural drawings, and their locations. Analyze, develop, and coordinate filing systems and procedures.

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- 20%** Using the eServices Portal (eSP), verify health care facility construction project closure status and receipt of all related construction project documents required for archive. Input (type) storage location information regarding health care facility construction project files and plans into the eSP and other appropriate databases. Assist with the preparation of documentation for transfer of files to the State Records Center (SRC) for long-term storage and input SRC storage location information into the eSP.
- 15%** Retrieve and file project files and plans, which may require utilizing a counterbalance stacker; research information pertaining to specific project files; and maintain a daily plan log. Deliver plans to and pick-up plans from the Building Safety Section and the Records Management Area; maintain inventory and arrange project files and plans; and assist in preparation of records and plans for State Record Center Storage or digitization.
- 15%** Provide scanning services for conversion and filing of facility construction documents in order to produce a final record set of plans. Using optical scanner equipment, scan various sized documents, review electronic files to ensure scanned documents are captured, legible, named properly, and uploaded to appropriate project in eSP. Input storage location information regarding health care facility construction project files and plans into the Project eSP and other appropriate databases.
- 10%** Provide support to the Office Support Section (OSS) managers and staff to include typing letters, memos, and reports on a personal computer; editing correspondence for grammar, spelling, and clarity; scheduling meetings.

Marginal Job Functions

- 5%** Serve as backup to the receptionist and perform other duties as required to carry out the activities of the OSS including but not limited to: answering and directing incoming telephone calls; taking messages and routing them via electronic mail and/or in writing; greeting clients and notifying staff of their arrival; opening, stamping and distributing incoming mail; typing, proofreading, editing, filing, photocopying, faxing and mailing various documents; updating and maintaining various computer data files and rosters; and making travel arrangements for Section managers and staff as required.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to transfer documents weighing up to 40 pounds onto a cart and push the cart to various locations within the Office.

Working Conditions

Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. May require grasping, pushing, pulling, and reaching above, at, and below shoulder level. Requires mobility to various Office work areas and buildings. May require travel to the Office Support Section Offices. May require use of a counterbalance stacker.

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Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed