

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

COMMAND/ORGANIZATIONAL UNIT Personnel Management Division		DIVISION Personnel Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-050-1139-001		CURRENT DATE 07/14/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☐ NO	CONFIDENTIAL DESIGNATION ☐ YES ☐ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the general direction of the Personnel Management Division (PMD) Assistant Chief, the Office Technician (Typing) is responsible for working independently, with minimal supervision, in a highly confidential environment, and the coordination of clerical and administrative activities for the Division.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the PMD Assistant Chief. However, direction and assignments may also come from the Chief, Staff Services Manager I (Specialist), and Analyst.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Office environment

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated interest in assuming increasing responsibility; ability to maintain confidentiality, handle sensitive information, and exercise discretion; professional, dependable, with positive attitude; strong work ethic, with attention to detail and accuracy.

PERCENTAGE OF TIME PERFORMING DUTIES

25%

Essential Functions

Provides a full range of clerical and administrative support services to Division staff, including records management, data entry, and other special projects to support Division operations. Utilizes Department-supported software applications and automated systems to perform administrative, personnel, and records management functions efficiently, including, but not limited to, SharePoint; PDF, Microsoft Word, Excel, and Outlook. Prepares, reviews, and finalizes a variety of administrative documents, correspondence, and reports; ensure accuracy, completeness, proper formatting, and adherence to departmental standards by verifying content, correcting errors, and resolving errors prior to distribution. Maintains and updates Division logs, rosters, employee contact lists, distribution lists, and other administrative records to ensure information remains current and readily accessible. Electronically distributes accurate information, reports, correspondence, and other materials to Division staff, commands, and other sections in a timely manner. Identifies, assigns, and monitors recurring reports and other actions requiring follow-up through the Project Tracking Log; tracks due dates and ensures timely completion and submission. Maintains and safeguards personnel field folders, confidential employee records, and medical files in accordance with departmental policies and records retention requirements. Monitors Communications Network announcements, notifications, and communications, and disseminates timely and accurate information to Division staff and commands to support compliance with departmental requirements. Receives, sorts, distributes, and processes incoming mail/correspondence received in Division; ensures timely routing of documents to appropriate staff/office; maintains accurate records of mail distribution, as required; and updates the Project Tracking Log. Serves as the primary receptionist for the Division office by greeting visitors, determines the purpose of their visit, notifies appropriate staff of their arrival, escorts guests as needed, and ensures a professional and welcoming office environment. Provides professional customer service by directing calls, responds to inquiries, takes and relays messages, and provides accurate and appropriate information to employees, management, and the public in a timely and courteous manner. Greets and escorts visitors to the appropriate staff member. Coordinates travel arrangements (i.e., airline reservations, hotel reservations, and transportation) for Division Chief and Assistant Chief, prepare and process travel requests, travel advances, and other supporting documentation; and maintains travel records in accordance with departmental policies. Schedules and coordinates meetings for Division office staff by coordinating staff availability, prepares meeting materials, and reserves rooms and other facilities as necessary.

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20%	Serves as the PMD Timekeeping Coordinator by maintaining accurate and up-to-date attendance and leave balances; and by tracking, reviewing, and processing monthly overtime reports and other related documents, ensures Division personnel's compliance with departmental policies and procedures. Serves as the Benefits Coordinator by assisting Division personnel with benefits-related inquiries, processing documents, and maintaining accurate and up-to-date records. Provides timely and accurate information to Division personnel regarding updates to timekeeping, overtime, benefits, and other related information. Maintains confidential personnel and benefits records. Maintains Division staff schedules, calendars, and leave records; coordinates and processes the annual vacation sign-up schedule to ensure adequate office coverage; prepares and distributes monthly updates to Division personnel. Serves as the primary contact for PMD conference room scheduling and availability, coordinates room reservations, prepares the room for meetings and training events, and organizes the room after use. Maintains an organized and professional Division office environment.
15%	Maintains office and operational supply inventories by monitoring stock levels, tracks usage, orders supplies, and ensures adequate inventory is available to support Division operations and business needs. Serves as the primary Procurement Card (P-Card) holder for the Division. Coordinates authorized purchases, monitors expenditures, obtains and retains required supporting documentation, maintains detailed transaction records, reconciles monthly statements on Fi\$Cal, and ensures purchases are in compliance with departmental purchasing policies and fiscal accountability requirements. Prepares and maintains annual Division inventory report by compiling inventory data, verifying accuracy of records, reconciling discrepancies, and ensuring all required documentation is complete and submitted.
10%	Coordinates the Division's occupational safety program by: Maintains safety files and records including but not limited to reconciling the CHP 120, Off Full Duty Status Report; the quarterly CHP 113, Injury and Collision Report; and the semiannual CHP 113A, Safety Inspection Checklist, received from the Division commands. Completes the CHP 120, the CHP 113, and the CHP 113A for the Division office. Disseminates occupational safety information. Schedules and attends Division Occupational Safety Committee meetings, and prepares accurate and timely meeting minutes by documenting discussions and action items, organizes information in a clear format, and distributes approved and finalized meeting minutes to appropriate staff. Completes the annual Cal/OSHA 300 Appendix A, Log of Work-Related Injuries and Illnesses, for the Division office, and reconcile the annual Cal/OSHA 300 Appendix B, Annual Summary of Work Related Injuries and Illnesses, logs submitted by the Division commands. Monitors and tracks required inspections, ensures completion by required due dates, documents results, and ensures all supporting documents are complete, and ready for review in accordance with departmental policies and compliance requirements.
7%	Monitors and tracks PMD staff probationary evaluations, maintains evaluation schedules, notifies appropriate supervisors of upcoming due dates, and ensures timely completion and submission of required documentation. Monitors and tracks mandatory training compliance for PMD staff and commanders. Notifies staff of upcoming or overdue training requirements. Maintains and updates training files, records, and logs to ensure accuracy and completeness. Enters and updates training information on the Electronic Training Records System and generate reports as needed. Ensures training documentation is maintained in accordance with departmental policies and record retention requirements.
7%	Processes LiveScan fingerprint requests by verifying identification, reviews required documentation, and captures and transmits electronic fingerprints, and ensures compliance with the Department of Justice and departmental requirements while protecting confidential information. Assists with mandatory command inspections by gathering, organizing, and maintaining required documentation, and providing administrative support to help ensure inspection readiness.
6%	Retrieves payroll warrants, reimbursement checks, training checks, and other financial documents from Cashiering Unit; and ensure timely distribution to authorized recipients. Coordinates and processes the CHP 50, Request for Out-Service Training, packages, and monitors employee training requests, registration, and other supporting documents; scans and distributes training-related checks to the appropriate command; maintains accurate training records including CHP 50A, Evaluation of Out-Service Training, forms. Receives, reviews, and processes incoming requests from Area Field offices; determines appropriate routing, tracks status, and ensures timely followup and completion. Maintains and coordinates the pool vehicle calendar by scheduling vehicle use, confirming availability, updating reservations, and ensuring proper documentation of vehicle assignments. Reconciles monthly fuel usage reports by reviewing fuel receipt and logs, verifying accuracy of recorded data, identifying
5%	Serves as the Division Bill Analysis Coordinator by receiving, tracking, distributing, and maintaining legislative bill analysis; and monitors due dates for timely completion, submission, and approval of bill analysis through the PMD chain of

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	command to the Office of Special Representative.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties as assigned within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE