



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Office Technician (Typing)

Working Title: Clerical Support

Position Number: 535-208-1139-XXX

Division/Branch or Office: Administrative and Financial Management Services Division / Human Resources and Support Services Branch / Payroll and Benefits Unit

Collective Bargaining Identifier (CBID): R04

Work Week Group (WWG): WWG 2

Date Approved: July 15, 2026

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, 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, which identifies pertinent personal financial information.

Job Description

Under the general supervision of Supervisor I, the Office Technician (Typing) (OT (T)) is the first point of contact for the Personnel Office. The OT (T) serves as support for the Personnel Office and provides exceptional customer service to Energy Commission employees while demonstrating a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds our customers' expectations. The incumbent independently processes personnel documents; works in a team environment; and provides general clerical support. The Personnel Office provides guidance and assistance to Energy Commission staff and management on personnel-related issues such as payroll and benefits, time and attendance, classification analysis, recruitment and hiring, etc.

Essential Duties

- 35% Independently performs both routine and complex clerical functions requiring knowledge and application of personnel procedures. Tasks include preparing highly confidential and sensitive correspondence, responding to general inquiries from Energy Commission staff and the public via written or verbal correspondence, and processing various forms and documents. Researches, gathers, and compiles data used for various personnel projects, including, but not limited to filing, photocopying,

uploading documents into the Electronic Filing System, faxing documents, etc. Formats, proofreads, and corrects grammar, spelling, and punctuation for confidential correspondence. Prepares, processes, and distributes all incoming and outgoing mail. Tracks and updates various logs including but not limited to probationary report, leave reduction plan, open enrollment, and annual performance reports. Log, review, file forms and provide status updates to management.

- 35% Assists with sending personnel-related documents for approval/review of managers/supervisors and/or employees. Assists with sending electronic Official Personnel Files (OPFs) to requested agencies and areas such as the Chief Counsel's Office (CCO), Employee Relations, etc. Email Notice of Personnel Action (NOPA) to employees for signature and monthly Merit Salary Adjustments (MSA) to divisions, track and file in OPF. Sends monthly Leave Balance Reports to each office or division.
- 20% Maintains confidential files, computer database logs, and reports. Orders office supplies. Assists with the printing of personnel-related documents received electronically and files them accordingly. Assists with the records management function for the Personnel Office. Serves as timekeeper for the Human Resources branch. Reviews and audits timesheets, and ensures completeness and accuracy of information prior to submission.

Marginal Duties

- 10% Performs other duties as required within the scope of the classification specifications. Serves as the primary receptionist for the Personnel Office. Utilizes the Examination & Certification System (ECOS) to redact confidential information prior to releasing information to hiring managers or division liaisons.

Knowledge, Skills, and Abilities

Knowledge of: Modern office methods, supplies, and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the employees and the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.



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Working Conditions

Regular and consistent attendance is essential to successful performance. This position is office-based, which means the incumbent works 100 percent of their time from the office headquarters.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active, and meaningful role in creating an environment that enables each employee to thrive.

Employees' Acknowledgment: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____