STATE OF CALIFORNIA
Franchise Tax Board

Proposed

HR Date: 07/22/2026

HR Initials: CB

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
2627-00030	
Classification Title	**Position Number**
Skilled Laborer	564-185-6212-001
Working Title	**Bureau and Section**
Skilled Laborer/Truck Driver	Business Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the supervision of the Business Services Officer I Supervisor, the incumbent is responsible for the technical and mechanical aspects for the implementation of the department's Facility modular furniture tear downs, installations, and reconfiguration projects. The incumbent will independently and collaboratively provide specialized skills and knowledge as it relates to both Hayworth and California Correctional Training and Rehabilitation Authority (CTRA) furniture systems and the Health and Safety ergonomics workstation modification. Reviews Facilities AutoCAD space plan diagrams and provides guidance to Facility analyst to ensure close coordination of all projects' needs and possible solutions. May provide lead responsibilities and oversight coordination of staff performing construction for major Facilities modular workstation projects. Provides backup support for the modular furniture inventory database activities. Certified equipment operator – utilizes specialized tools, machinery, and equipment when necessary. Provides the department's Class B license level of transport of mail to and from the United States Post Office and transports furniture, IT equipment, supplies, and confidential Destruct throughout the Central and District Offices.

Essential Functions

Percentage	Description
40%	Responsible for implementing major and minor office reconfigurations and relocation projects. Participates in analysis and development of work action plan for the installation and tear down of the Hayworth and CTRA modular furniture systems projects. Interprets AutoCAD space plans and provides the quality control of the project space plan, identifies potential issues with the facility designer and makes change recommendations; confirms, organizes and inventories project tools and materials. Knowledgeable of the 400 different components for each modular system type, including the proper requirements for interconnection of components. Troubleshoots electrical issues in modular workstations using voltage & receptacle meters, provides analysis/recommendation to facility staff. Modifies/customizes modular furniture components to meet Facilities special project requirements. Inspects the installation of modular furniture, notifies facilities of adjustments to be made, makes appropriate changes and follows through on project completion. Meets with Facility analyst to inspect and to assure conformance with working plans and specifications. Meet and collaborate with customers and business partners; facilities, Security, Health and Safety, Telecom, and Department of General Services (DGS) engineers to exchange planning information to ensure priority of projects and the coinciding with other projects. Provides the department's Class B license level of transport of mail to and from the United States Post Office and transports furniture, IT equipment, supplies, and confidential Destruct throughout the Central and District Offices.
40%	Responsible for the implementation of Health and Safety ergonomic workstation installation and modification projects. Initiates the assembly, installation and tear down of all ergonomic devices based on reasonable accommodation requests, which includes Sit-Stands, Electric desks, and work surface adjustments. Provides the technical and mechanical project assessment with the Facility designer and IT

Percentage	Description
	Workstation Support Unit which can include the disconnecting of monitors, keyboards, mice, wire; reroutes and reconnection to PC units. Inspects the installation of modular furniture; makes impromptu decision when the original space plan is insufficient. Notifies and recommends to Facilities what adjustments can be made, initiates the changes and follows through on project completions.
15%	Responsible for completing modular pull/return requests. Responsible for completing and submitting change requests for the Modular Furniture Database manager to update inventory system. Can act as backup for the Inventory Management System. Monitors inventory levels, notifies management. Identifies support material required for furniture build outs and initiates purchase request for supplies, equipment, and materials required for the job. Other duties as required.

Marginal Functions

Percentage	Description
5%	Keep budgeted projects on schedule and ensure the proper time and labor is documented to each work order request for budget purposes. Responsible for complying with Department of Transportation rules and regulations for utilizing and maintaining Class C bobtail trucks. Prepares a daily pre-op inspection sheet documenting any problems or damages and submits report to Supervisor.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date