

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001165	Classification/CBID: Office Technician (General) / R04	Position Number: 810-850-1138-001
Incumbent Name:	Working Title: Office Technician	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Office of Administrative Services	Branch/Section/Unit: Human Resources	Reporting Location: Headquarters
Supervisor's Name: Charla Holmes	Supervisor's Classification: Career Executive Assignment (CEA)	Position Telework Eligible: ☐ YES ☒ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☐ YES ☒ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under general supervision of the Career Executive Assignment (CEA), Deputy Director of the Office of Administrative Services (OAS), the Office Technician (OT) (General), serves as the primary contact for visitors to DTSC's Human Resources Office (HR Office). The incumbent may also receive day-to-day directions from the HR Office supervisors. The incumbent is responsible for performing a variety of complex and technical administrative duties in support of OAS and Human Resources staff. This position requires consistent exercise of a high degree of initiative, independence and sound judgement in carrying out assigned responsibilities. The incumbent must demonstrate strong attention to detail and maintain a

high level of confidentiality and discretion when handling sensitive information. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	<u>HR Support & Reception Duties</u> Serves as the first point of contact for visitors to DTSC's HR Office; screens and responds to telephone calls to the main telephone line (MS Teams softphone); routes calls to appropriate contact as needed. Assists HR management in the coordination and maintenance of department-wide announcements (via HR In-Tune) to keep current employees informed on sensitive HR related issues; logs and reviews requests received by HR staff, drafts and prepares email correspondence, and uploads HR In-Tune announcements distributed to staff onto SharePoint intranet. Researches DTSC staff HR inquiries and works with subject matter experts in order to respond accordingly and timely.
20%	<u>File Room & Mail Services</u> Maintains Official Personnel File (OPF) folders; compiles, reviews and files confidential personnel-related correspondence to ensure accuracy and completeness of documents for employees OPF. Coordinates and performs OPF reviews, either in person or virtually, with the requestor. Administers the records management function for HR; maintains the HR file room by organizing and purging documents in accordance with the DTSC's HR retention schedule; forwards items to be archived at the State Records Center, creates lists and documents for confidential destruction; confidentially destructs personnel materials in accordance with records retention schedule as needed. Opens, sorts, date stamps, and distributes incoming mail, shipments, and documents. Prepare requests for overnight or express shipment via GSO and FedEx.
15%	<u>Data Entry</u> Maintains accurate tracking and record-keeping logs/documentation and provides timely follow-up on a variety of requests to support program operations. Reviews, develops, and updates data in spreadsheets, databases and tracking systems to support the HR Office such as; Excel spreadsheets to track, Notice of Personnel Actions, Leave Reduction Plans, Merit Salary Adjustments.
10%	<u>HR Personnel Liaison</u> Acts as the main point of contact for the HR Office staff to assist with Personnel Liaison duties; assists supervisors with gathering documents for Request for Personnel Action requests; assists supervisors with employee new hires or separations which may include, preparing and submitting request for badge access and computer equipment, completing the separation clearance form, returning badge and computer equipment; assists supervisors with preparing Staff Change Notice Forms for new employees, current employees, and employee separations, assists staff with reconciling leave balances and correcting discrepancies, answering questions related to daily log (timekeeping); reports dock (approved unpaid leave) for HR staff to the assigned Personnel Specialist as needed.
10%	<u>Facilities Support</u> Organizes and maintains shared office supplies. Acts as liaison between the Regional Administration Office regarding supply issues, facility and space management, security and employee safety, emergency response, asset management, records management, and telecommunications.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits time sheets by the due date. Participates in staff meetings and attends training.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Performs other related duties including, but not limited to: compiles, copies, and assembles materials in support of sensitive and confidential employee actions, workers compensation trials

and hearings, public records act requests, and special requests; conducts special projects; maintains copiers and facsimile machines; prepares purchase orders and submits accounts payable information to Accounting; and provides clerical support to HR staff as needed.

Typical Physical Conditions/Demands:

The job requires use of a personal computer, the ability to sit/stand at desk, and utilize a phone and multi-function copy machine. Computer work is not typically heavy or repetitive. The job requires bending and stooping; occasional lifting, grasping, pulling, pushing, and reaching above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on a multi-story office building, in an enclosed, non-windowed office cubicle with artificial light and temperature control in a smoke-free environment. The work schedule is Monday through Friday from 8:00 a.m. to 5:00 p.m. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?		☐ YES	☐ NO
Employee Name	Employee Signature	Date	

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 3/20/2026

Revision Date (if applicable): Click or tap to enter a date.