

Department of Consumer Affairs

Position Duty Statement

HR-041a (Revised 9/2019)

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Classification Title	Board/Bureau/Division
Management Services Technician	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section/Geographic Location
Records Auditor	Records Management Program/Records Management Unit/Rancho Cordova
Position Number	Name and Effective Date
646-140-5278-907	

General Statement: Under the supervision of the Supervisor I, the Management Services Technician is responsible for the maintenance of BAR's records archive. The incumbent is responsible for creating, archiving, auditing, and purging master file records according to the records retention schedule. Specific duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

35% (E) Quality Checks and Archiving of Records

Review and verify the accuracy and quality of documents electronically submitted by BAR programs to the Records Management Unit (RMU) for archiving. Ensure compliance with established naming conventions, verify the scan quality of the documents, and confirm proper archival formatting. Return documents that need naming corrections or to be rescanned due to poor quality to the appropriate program.

Utilize software to transfer documents into the associated licensee, applicant, or unlicensed facility master file in the records archive. Manually move any documents that could not be transferred by the software into the appropriate master file in the records archive. Maintain a tracking log of records archived.

25% (E) Auditing of Master File Archives

Perform routine audits of the files maintained in the master file records archive. Ensure proper naming and filing of documents in master files. Correct any noncompliance with established naming conventions. Ensure archived records are in archival format. Convert records not in archival format, performing preflight functions as necessary.

Utilize the Consumer Affairs System (CAS) and records retention schedule to identify records and/or files past the required timeframe for retention to be purged from the master file record archive. Maintain a tracking log of records purged.

25% (E) Records Requests and Maintenance

Review and track requests for records from master file archive. Locate and pull files from the file room or locate files within the electronic archive, scan files for archive, and provide the requested records. Maintain a tracking log of records/files requested.

10% (E) Subpoena PRA Response Unit Support

Perform less technical or complex support tasks related to the SPU. Prepare and/or redact responsive documents for mailing. Enter and track changes in Subpoena and PRA Request logs. Act as the primary contact for SPU seeking records requests.

Assist with the development and updating of procedure manuals.

5% (M) Miscellaneous

Attend staff meetings and training as related to program functions, participate in special projects, and perform other duties as required.

B. Supervision Received

The incumbent works under the supervision of the Supervisor I. However, direction may come from the Supervisor II.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The incumbent has daily contact with various levels of departmental employees, licensees, applicants, other governmental agencies, and the general public.

F. Actions and Consequences

Failure to accurately purge files and adhere to the records retention schedule could result in loss of BAR integrity and potential consequences resulting from BAR's inability to produce records under a subpoena order or Public Records Act request. Failure to provide the necessary documents requested for enforcement actions could negatively impact BAR's mission, vision, and goals to protect consumers.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files. In addition, the incumbent must be able to effectively communicate.

H. Other Information

The incumbent must be punctual, dependable, self-motivated, and able to work efficiently to meet assigned deadlines. The incumbent must maintain security and confidentiality of public records relating to BAR, in conformity with laws, rules, and regulations under the custody of BAR Management.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

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

Supervisor Signature

Date

Printed Name, Classification

New: 07/2026