



DUTY STATEMENT

PR LOG #: FR25-083

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Office Technician (Typing)					
BRANCH					
Opportunities for All Branch					
DIVISION				OFFICE	
Nutrition Services Division				Program Support Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	0246	174-190-1139-044	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general supervision of the Supervisor I in the Program Support Unit (PSU) of the Nutrition Services Division (NSD), and working cooperatively with program units and supervisors throughout the California Department of Education (CDE), the Office Technician (OT) Typing (T) is responsible for providing complex clerical duties and support within PSU and NSD. The PSU provides oversight to the NSD in the areas of purchasing, contracting, fiscal accountability, facility operations, and business operations. This position provides support services for these functions. The OT (T) is responsible reviewing, editing, correcting, and tracking all purchase requests for the NSD. The OT (T) is also responsible for mail distribution and answering the phone line for NSD.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The Supervisor I in the PSU of Administrative Management and Support in the Administration Section of the NSD.					
SUPERVISORY RESPONSIBILITIES					
The position does not have any supervisory responsibilities.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in from of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting in a high rise building.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Program Responsibilities:**

Act as the Division's Procurement Coordinator by coordinating all of Information Technology (IT) and non-IT purchase requests for the NSD. Generate purchase requests orders for materials, supplies, and products following the Department's purchasing protocols. Review all request packages for accuracy and correct content. Submit stock received reports and other requested documents. Track all procurement packages; maintain accurate and organize procurement records.

Receive and distribute supplies for the NSD. Work with team members to ensure purchased goods meet the required quality standards and specifications.

Maintain and track the general supply inventory within NSD. Process, fill, and distribute general supply requests by the units within the division. Verify order accuracy, lead times, and delivery schedules. Develop and update procurement procedures. Provide training and guidance to staff involved in procurement activities.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Office Procedures:**

Establish and maintain a desk procedural manual and unit procedure manual, schedule meetings, act as the PSU attendance clerk; and provide support to the NSD attendance clerk in reviewing Division time sheets.

Obtain, open, stamp, and sort incoming mail by units; sign for and notify staff of special delivery packages; and process outgoing mail or packages. Scan and copy documents.

Receive, confirm inventory, sort, and distribute and store incoming purchase orders. Complete stock received report and track payment to vendor. Maintain division and unit supplies, including stocking supplies in the NSD's copy rooms and kitchenettes.

Assists with basic support staff services as needed including division workload coverage and special projects.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**Verbal/Written Communications & Typing Functions:**

Answer and screen incoming telephone calls, emails, and electronic faxes for the division; determine the needs of the inquiry, provide accurate information, and relay messages as appropriate. Create and respond emails, memo, etc.

Type, review, edit, and format various documents consistent with CDE standards.

Enter data and track documents; organize and maintain electronic filing system; and create and update forms, documents, spreadsheets, etc.

Process purchase requests by obtaining quotes from vendors and preparing required documents; review and process division's procurement documents for accuracy; and research procurement invoices to ensure payment.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Other Duties: Research current issues relating to purchase orders and information related to special orders. Stay updated on industry trends and best practices to continually enhance the procurement process. Propose and implement process improvements to enhance efficiency and effectiveness.		

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Collaboration and Assistance: Participate in staff meetings and attend training, workshops, and conferences as appropriate. Provide assistance in all areas of the PSU as the workload shifts. Perform other duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Positive interpersonal skills and ability to interact with a wide range of people. Ability to remain calm and flexible in the face of competing priorities. Ability to work independently and within team settings. Effective written and verbal communication skills. Strong multitasking and organizational skills. Strong work ethic, dependable, and self-motivated. Proficient using Microsoft Office Suite software (Outlook, Excel, Word, Access, and Teams). Ability to type a minimum of 40 words per minute.

PERSONAL CONTACTS

Contact with all levels of departmental employees including directors, managers, supervisors, and staff within the NSD; all levels of managers and staff in the the CDE divisions such as the Human Resources Division; external governmental agencies such as the California Department of Social Services; federal government agencies such as the U.S. Department of Agriculture; and the public.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor