

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31020	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Bay Region, Ronald M George State Office Complex	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 455 Golden Gate Ave., Ste 2600, San Francisco, CA 94102	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 308-440-1139-004	CBID R04
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 AM to 5:00 PM	TENURE P	
WORKING TITLE Attendance Clerk	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Office Building Manager III in the Facilities Management Division, (FMD), Ronald M. George State Office Complex (RMG) the Office Technician (Typing) will independently perform Attendance Clerk and clerical support duties for the Bay Region, RMG Management Unit, function as the liaison between FMD employees and the Office of Human Resource (OHR) utilizing Project Accounting & Leave (PAL), HR Memorandums, the CalHR website, Activity Based Management System (ABMS) and Knowledge of all policies and procedures pertaining to the new employees and facility management.

☐ Medical Clearance ☒ Background Clearance ☒ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Background Clearance

This position and/or location requires background investigation clearance.

Typing

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Attendance Clerk Serves as the Attendance Clerk for FMD, in coordination with the Office of Human Resources (OHR) by assisting staff with the completion and submission of timesheets, Statement of Economic Interests (Form 700), benefit enrollment and changes pertaining to appointments, separations, transfers and retirements, entering personnel related information into the Activity Based Management System, resolving timesheet issues, and distributing pay warrants, utilizing in the

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PERCENTAGE	DESCRIPTION
	Project Accounting & Leave system, the DGS Attendance Clerk Manual, applicable Bargaining Unit Agreements, and in accordance with California Department of Human Resources and State Personnel Board rules and regulations, in order to report accurate time accounting and submit correct benefit packages to OHR, to ensure accurate and timely submittal of payroll and benefit information is conveyed to the Personnel Specialist in OHR in compliance with state requirements.
25%	Clerical Support Independently provides a variety of the most difficult clerical support duties for FMD/RMG by scheduling meetings, preparing meeting agendas and notes, typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence, distributing confidential documents, and maintaining database spreadsheets in order to provide timely and accurate customer service, to ensure office needs are met, in compliance with established policies, procedures, and departmental and office guidelines, utilizing Microsoft Office Suite and other appropriate software.
20%	Purchasing - Tracking Processing and tracks incoming purchases and service orders for office supplies and services within FMD/RMG, in coordination with the Office of Business Acquisition Services by reviewing and processing invoices for prompt payment, taking physical inventory of office supplies and equipment, and inputting data into an inventory database utilizing electronic forms, and Microsoft Office Suite, in order to accurately track and process purchase and service orders, and to maintain an accurate inventory of necessary office supplies, to ensure purchases and service orders are completed timely.
10%	Purchasing - Ordering Orders office supplies for FMD/RMG by tracking and maintaining inventory, and purchasing from approved vendors, executing the bidding process when required, and reconciling statements and receipts in Financial Information System for California, using assigned Procurement-Card (P-Card) or ServiceNow in order to procure the supplies necessary for staff to perform essential functions to ensure compliance with P-Card policies, procedures and manual.
5%	Serves as the FMD Badging Clerk for the RMG building by maintaining, managing and assigning card keys and parking space keys, taking photos for identification cards, processing security forms to add, delete or transfer staff and tenant access utilizing a camera, computer and appropriate access card data bases in order to provide safe access to the building and ensure tenant needs for building access are met in accordance with policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up and coverage to office administrative staff and prepares office related reports as needed in order to maintain business continuity and ensure customer service is provided to FMD staff and tenants in accordance with FMD standards and guidelines. May be required to back-up or assist other programs with clerical duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Able to lift office supplies, books, manuals, etc.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

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

SUPERVISOR NAME Saran Roundtree	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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