

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Fe Springs Area		DIVISION Southern Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor II (General)	BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-550-1150-001	CURRENT DATE 08/17/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the general direction of the Administrative Lieutenant, the Office Services Supervisor II (General) is responsible for supervising the clerical staff for the Southern Division, Santa Fe Springs Area office.

SUPERVISION RECEIVED

The Office Services Supervisor II (General) reports directly to and receives the majority of their assignments from the Administrative Lieutenant. However, direction and assignments may also come from the other Lieutenants and the Area Commander.

SUPERVISION EXERCISED

The Office Services Supervisor II (General) provides general direction to one Office Technician (Typing) and general supervision to seven Office Assistant (Typing).

WORKING CONDITIONS

Monday through Friday 8:00am to 5:00pm, except state holidays.

SPECIAL PERSONAL CHARACTERISTICS

Be able to multi-task, communicate effectively, handle unique situations and have excellent attendance.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Supervises, trains, and directs the clerical operations of the assigned Office Assistants and Office Technician. Allocates clerical functions to ensure completion within the time limits established. Ensures clerical personnel are receiving in-service training and all training associated with the Department and/or job related duties. Spots check and reviews all clerical work for accuracy, completeness, and composition. Oversees the Area Suspense Files. Supervises equipment/supply requisitions. Maintains and secures Area files, and files on a daily basis as needed, and oversees the electronic Area Files system and Area file suspense system. Completes and/or oversees required monthly, quarterly and annual reporting as required.
20%	Proofreads out-going memorandums, letters, forms, MIS messages, and correspondences. Reviews for completeness, copies and distributes to staff. Provides for the proper control and accounting of petty cash funds and transmittal for weekly reporting to Headquarters, and purchases miscellaneous equipment and supplies, oversees contract invoice processing, and maintains a P-Card and make P-Card purchases. Maintains the retention of all Area reports and correspondence. Establishes procedures to ensure the timely and accurate destruction of Area reports and correspondence. Reviews and processes all transfers, relocation packages, retirement, injuries, and other personnel related forms.
10%	Reviews evaluate and prepares performance evaluations for clerical personnel to ensure maximum performance, which includes the CHP 118A, Performance Appraisal of Permanent Nonuniformed Employee and STD 636, Report of Performance for Probationary Employee.
10%	Processes electronic and manual CHP 71, Attendance Reports. Upon receiving drafts copies of the manual CHP 71 for non-uniform employees and managerial staff, the OSS II will verify accuracy of all information before transferring information on the original CHP 71. Maintains absence log to document sick leave usage. Maintains and Updates the CHP 442, Individual Accident, Injury and Safety Recognition Record, forms maintain the OSHA 300 log and processes related CHP 121, Employer's Report of Occupational Injury or Illness files.
5%	Coordinates the hiring process as outlined in departmental policy to refill vacant clerical positions. Prepares documentation to request refill, advertises, conducts interviews for candidate selection and prepares required documents for new hires.

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5%	Prepares monthly Assigned Personnel and Equipment report for Area personnel. Includes the tracking and recording of personnel activity; transfers in/out, pending retirement, limited duty and vacant potions. Processes related reports through proper channels.
5%	Analyzes clerical support needs of the Area, and assigned work to ensure equitable workloads. Answers incoming telephone calls by the fourth ring as necessary. Acts as first level of review for Bargaining Unit 4 employees complaints and/or grievances.
	<u>Non-Essential Functions</u>
5%	Performs other job related duties, within the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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