

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Assistant (Typing) (PI)		DWR POSITION NUMBER 0652-1379-900	SAP POSITION NUMBER 50004486	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/BASB/RCM/Retention & Retrieval	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R04				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Meredith Walters	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 8/21/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under close supervision of the Records and Content Management, Supervisor I, Retention and Retrieval (R&R) unit, incumbent will perform paper filing of confidential records in the Division of Human Resources (DHR) file station. Incumbent will also back-up DHR front office staff with scanning mail, as needed, perform indexing and quality control of the Department's electronic records into the SharePoint Enterprise Records Management System (ERMS), typing and ensuring consistent naming conventions, and may be involved in rotation within the R&R unit to provide overall coverage in all areas/locations supported by the unit.			
35%	ESSENTIAL FUNCTIONS The incumbent is expected to work cooperatively with others: maintain regular, consistent, predictable attendance; process integrity, initiative, dependability, and good judgment. The specific essential duties are: File probation reports, medical and other confidential records to include, but not limited to, corrective memos and adverse actions into employee OPF file in specified order to ensure records are filed and preserved for future reference and retrieval by referencing the retention schedule for the correct retention period and by following written desk procedures. Open new OPF files for new hires and transfers from other state agencies; type labels, staple and/or 2-hole punch and place into file; relocate inactive employee files to the appropriate section of the DHR filing cabinet upon notice by DHR staff of employee separation from DWR; assist DHR personnel specialist staff with locating OPF files as needed; typing and responding once located, check-in out cards when OPF files are returned, and make copies of OPF files when requested by DHR staff as needed. Typing consistent naming conventions on files. Responding to inquiries as requested on a DWR-issued computer.			
25%	Unlock and lock the Official Personnel File (OPF) cabinets daily; check the DHR mail room inbox throughout the day to retrieve confidential mail and records to include, but not limited to, corrective memos and adverse actions, and returned OPF files;			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Meredith Walters		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant		TBD	DBS/BASB/RCM/Retention & Retrieval	
Percent of Time	Activity			
	sort and separate new hire documents, confidential mail, probation reports, medical and other confidential records into sorter straps alphabetically before filing into employee OPF file; categorize various confidential records and forms for non-OPF file. Monitor Outlook email inbox for requests for records from DHR and Office of the General Counsel staff and provide requested records as specified by the requester by typing and responding to inquiries. File all non-OPF confidential records that consist of various payroll/leave documents by either employee last name, month, year, date, or unit number, and place into assigned pocket folders.			
20%	Provide back-up support for the SharePoint (ERMS) by utilizing the Department’s Captiva software and the digital-to-digital electronic process to perform indexing functions of confidential and non-confidential information by locating specific information on the electronic record and typing information into corresponding attribute fields as set forth in written procedures per record type, so the record becomes accessible to designated staff. Follow outlined procedures to perform quality control (QC) of digital to digital records to include, but not limited to purchase orders and contracts by comparing page quality and page numbers of the records imported by various Department business areas into the SharePoint Document site match what has been imported into ERMS; Confirm records have been imported into the proper library in ERMS and update the record status in the SharePoint Document site once import is confirmed. Perform QC of scanned paper to electronic records utilizing the Department's Captiva Software; provide QC sampling of purchase orders, packing slips, and contracts, and 100 percent QC, page-by-page review of claim schedules and CD102 records to ensure all attributes are entered correctly, all records within that document were imported and verified for completeness and image clarity, and that all scanned records have been imported into the proper library in ERMS.			
10%	Assist in special projects within DBS and serve as back-up to other clerical staff in DBS in clerical support, which may include aiding in the mail room preparing Department archival documents for scanning. Typing labels, memos, etc. as needed.			
5%	Conduct purge of Appraisal & Development documents, and probation report records that have met their retention by completing the File Retention Notice and submitting it to the Division of Human Resources Division Manager. Upon receipt of completed File Retention Notice, confidential destroy paper and/or electronic records. Process and type content list to send records to the State Record Center for long-term storage.			
5%	Attend training courses or utilize/study job aids designed to facilitate personal development and/or to facilitate a hybrid environment utilizing DWR DELTA, Linked-In Learning, e-learning, CalHR, and other State University courses approved by the R&R Supervisor.			
SPECIAL REQUIREMENTS				
Ability to move boxes or large stacks of paper for processing weighing up to 25 pounds. Ability to bend, stoop, or stretch to place or retrieve material from lower or upper shelving, carts, or tables.				

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	All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. WORK ENVIRONMENT Work in and around movable and static shelving units and stacked boxes of files and documents. KNOWLEDGE, SKILLS, AND ABILITIES Ability to: type at a speed not less than 40 words per minute; perform clerical work, including ability to spell correctly, use good English; use proper grammar; proficiency in the use of a personal computer, using the standard Microsoft Office suite software, to include SharePoint and MS Teams, and the Department's capture software, Captiva, will be required to complete many of the duties. Evaluate situations accurately and take effective action; operate various office machines; follow oral and written directions; Willingness and ability to interact with others in a professional and courteous manner. Able to work under pressure to meet deadlines. Operate at a high level of customer service, recognizing the service needs of DHR staff, and being flexible to meet those needs. PERSONAL CONTACTS Communicate efficiently with DHR staff at varying organizational levels. Develop employee and client relationships to maintain effective working relationships by providing timely, accurate responses and ensure record requests from walk-ins, phone calls, or e-mail are filled and accurate responses and ensure record requests from walk-ins, phone calls, or e-mail are filled and transmitted to the appropriate personnel quickly and accurately consistent with the Department's records request policy and procedures.			