

Classification Title Office Technician (Typing)	Agency California Government Operations Agency
Working Title Office Technician, Office of Civil Rights (CalOCR)	Office/Unit/Section Office of Civil Rights (CalOCR)
Position Number 337-103-1139-001	Effective Date
Name	Date Prepared 8/11/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, Office of Civil Rights

The California Office of Civil Rights (CalOCR) is a newly established office within GovOps. CalOCR works directly with Local Educational Agencies (LEAs), and in consultation with the California Department of Education (CDE), to prevent and address unlawful discrimination and bias in California's public elementary and secondary schools. CalOCR is seeking motivated candidates who are passionate about advancing educational equity and helping ensure that all students have access to educational opportunities free from unlawful discrimination and bias.

Under the general of the Supervisor I of CalOCR the Office Technician (Typing) (OT) will provide clerical and administrative support to CalOCR staff, serve as the initial point of contact for the public, LEAs, and other stakeholders, and assist with office operations. The OT will receive and route phone calls and emails correspondence, greet and assist visitors and ensure that communications are directed promptly and appropriately to the appropriate CalOCR staff.

The OT will also support office operations by, among other things, managing mail, preparing documents, supporting meetings and events, maintaining electronic files, scheduling meetings, coordinating calendars, and assisting with purchasing and fiscal tasks using Fi\$Cal. The OT ensures accurate recordkeeping, compliance with state policies, and supports the mission and strategic objectives of the Office of Civil Rights. Under the direction of the Supervisor I, the OT will also manage outgoing office correspondence and public inquiries.

The OT will maintain accurate and organized records in accordance with applicable state policies, records-retention requirements, and office procedures; assist with compiling information and documents for reports and administrative requests; and serve as CalOCR's administrative coordinator for requests submitted under the California Public Records Act.

Job Functions

35% (E) Administrative Support

Serve as the initial point of contact for the public; answer phones and emails; greet visitors; manage incoming and outgoing mail, and emails. Maintain shared inboxes and direct inquiries to appropriate staff. Prepare and send correspondence and packages. Assist with intake and tracking of CalOCR complaints and inquiries. Maintain accurate logs and ensure timely processing of documents.

25% (E) Document Preparation and Data Entry

Prepare, review, edit, and make accessible a wide variety of documents, including letters, meeting notices, agendas, minutes, reports, and presentations. Perform data entry into tracking systems and maintain records in compliance with retention policies. Assist with incoming and outgoing mail, mail merges, and other forms of data entry.

20% (E) Meeting and Event Support

Assist with scheduling, booking, and logistics for CalOCR meetings, trainings, and events (in-person, virtual, and hybrid). Prepare materials and packets, manage registration, and provide clerical and technical support during meetings. Take notes, develop meeting minutes, and distribute materials. Coordinate interpreters and translators as needed.

15 % (E) Purchasing and Fiscal Support

Assist with purchasing office supplies and services; process invoices and travel claims; use Fi\$Cal for tracking and reconciliation; ensure compliance with Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) requirements. Maintain inventory records and assist with surplus and disposal of obsolete items.

5 % (M) and Other Duties as Assigned

Perform miscellaneous tasks to support CalOCR and GovOps leadership, including special projects, research assignments, and operational support. Support any project or initiative as directed by leadership and participate in cross-functional efforts.

Significant Interactions With

Other GovOps executives and executives within the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in civil rights. Other interactions with GovOps reporting entities will occur but to a lesser extent.

Reporting Relationships

The Office Technician reports directly to the Supervisor I of CalOCR and collaborates closely with all staff members.

Reporting Received

The Office Technician reports directly to the Supervisor I of CalOCR

Supervision Exercised

None

Required Skills and Working Conditions

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee's permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

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

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date