



Duty Statement

Classification: **Office Technician (Typing)**

Position Number: **275-814-1139-011**

HCM#: **2148**

Branch/Section: **Information Technology Services Branch / Technology Business Management Division / Information Technology Performance & Accountability / IT Management Services / Technical Resource Management / Administration Management / Administration Support**

Location: **Sacramento, CA**

Working Title: **Administration Support Specialist**

Effective Date: **August 12, 2026**

Collective Bargaining Identifier (CBID): **R04**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development team members, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all the CalPERS strategic business objectives.

Under general direction of the Supervisor, within the Administration Management Unit, the Office Technician (OT) (Typing) performs the following duties to support the administrative functions of the Branch. The OT (Typing) will provide administrative and clerical support to the Administration Management Unit and will perform the most difficult office support duties and expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. The incumbent will be regularly required to deal with sensitive public contact while using good judgment.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

40% Onsite¹ and virtually, answer, direct, and screen phone calls and visitors to the appropriate team member; and provide assistance to team members and the public at ITSB's reception counter. Provide general support and administrative services to different areas within the ITSB

Branch. Maintain and implement desk procedures, as well as prepare and review documentation such as contract, budget, and procurement documents. Use organizational charts and floor plans to maintain the Division's mail distribution system. Sort and distribute confidential and time sensitive mail, payroll warrants, Travel Expense Claims, and correspondence accordingly for all ITSB team members. Compose correspondence to internal and external inquiries via Microsoft Outlook.

- 25% Onsite and virtually, documenting and maintaining ITSB office inventory, working with the vendors, processing orders and stocking of supplies. Prepare, type, and process both temporary and permanent badge access requests for ITSB team members and monitors and addresses badge issues via reception counter and email. Reconcile badge reports monthly and quarterly. Complete and coordinate badge access service requests and act as a liaison between Operations Support Services Division (OSSD) and ITSB.
- 20% Onsite and virtually, support the ITSB budget analysts including preparation and printing of various budget documents for facilitation in meetings with ITSB leadership and team members; reconciling various reports from the PeopleSoft Financial System utilizing budget documents such as hardware and software invoices to assist with budget reconciliation; copying and distributing spend plans and other relative budget supporting documentation; and processing purchase orders into the ePro system for procurements including hardware, software, goods, and services on behalf of the IT branch.
- 10% Onsite and virtually, act as the Division Property Custodian; responsible for reporting asset changes to Asset & Fleet Management via Asset Tracking Form.
- 5% Onsite and virtually, perform other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**