

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001286	Classification/CBID: Office Technician (General)/R04	Position Number: 810-854-1138-004
Incumbent Name:	Working Title: Regional Records Coordinator	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Regional Administrative Services	Branch/Section/Unit:	Reporting Location: Cypress
Supervisor's Name: Krystal Lui	Supervisor's Classification: Supervisor I	Position Telework Eligible: ☐ YES ☒ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☐ YES ☒ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general supervision of the Supervisor I, the incumbent is responsible for maintaining the Cypress Office' Regional Central Files (RCF) in accordance with the DTSC Regional Uniform File Procedures, Records Management Manual, Records Retention Schedule, and Public Records Act guidance. Provides customer service to DTSC staff, members of the public, and others who need to access DTSC's RCF records. Duties include, but are not limited to the following:

Essential Functions (Including percentage of time):

35%	File Room Records Maintenance and Customer Service Maintains the integrity of large volumes of complex, confidential, and sensitive records by ensuring documents are filed in appropriate folders and locations as items are submitted to the Cypress Regional Central File Room. Prepares new folders to establish new facility/site files or
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	extension folders in accordance with the Regional Uniform File Policy procedures. Ensures security of confidential records by filing appropriate documentation in a secure location. Cross-references site records when appropriate by utilizing the DTSC 1288 form for site files that have more than one name or oversized reports/documents. Periodically audits files to ensure filing accuracy. Processes file requests, researches and retrieves records for DTSC staff, state/federal staff, legislative staff, consultants, attorneys representing potential responsible parties, auditors, and the public. Informs requestors regarding status of request, policies/procedures, denials, delays and any appropriate fees. Processes checkouts and returns for facility/site documents, records, files, binders, etc. Maintains electronic tickler system to track person/location of files and return dates and follows up when files are due to be returned to the Cypress Regional Central File Room.
30%	Public Records Act Requests Independently researches information involving all facilities/sites including documents, records, files, binders, maps, etc., to respond to Public Records Act Requests (PRAP) that are received in accordance with provisions of the Public Records Act, Public Records Act Requests Policy & Procedures and other departmental procedures. Notifies program staff within 24 hours of receipt of requests for file reviews, including files referenced and any confidential documents. Prepares for file reviews by retrieving and organizing files, reports, documents, maps, etc. Provides oral and written responses to Public Records Act Requestors in accordance with provisions of the Public Records Act and DTSC's Public Records Act Policy and Procedures, and other DTSC or control agency guidance. Drafts and submits Public Records Act Request response letter to requestors and ensures departmental responses are sent to the requestor within the ten (10) calendar day limit, as mandated by the Public Records Act. Schedules appointments and oversees file reviews in coordination with the DTSC project manager. Oversees security of records by ensuring original documents are not removed from the Cypress Regional Central File Room. Prepares files/documents for copy services. Make copies of documents as requested by multiple entities. Calculates and collects copy fees from consultants and the public, and issues receipts. Prepares transmittal forms and transfers monies received into a money order to submit to the DTSC's Accounting Office. Maintains a tracking file of receipt records for audit purposes. Updates the Public Records Act Request tracking Excel database to track response time and volume of requests received. Generates weekly, monthly and annual reports and submits to DTSC management and the Office of External Affairs upon request.
20%	Electronic Records System Updates and maintains a complete inventory of all files in the Cypress Regional Central File Room utilizing Tab Fusion (formerly Smead link), a file tracking database which tracks location and status of each site (e.g., on loan to program staff, on loan or transferred to another regional office, etc.). Compiles records management reports for inclusion in DTSC's Annual Records Management report to the Department of General Services regarding type, volume, and disposition of records, and any other reports as requested. Coordinates with the Office of Environmental Information Management (OEIM) and Business Services staff on database migration, testing, and maintenance.
5%	Records Retention Assists regional program staff to maintain current records retention plans by identifying file categories to be destroyed and/or transferred to State Records Center or State Archives pursuant to the approved Records Retention Schedule. Adheres to the Department of General Services guidelines for submitting files to the State Records Center. completing the necessary forms and obtaining appropriate signatures. Inventories site records eligible for shipment pursuant to the approved Record Retention Schedule and submits to the appropriate DTSC Project Manager for approval. Completes required Department of General Services Std. Form 71 Records Transfer List, and requests with approval from the Department of General Services, to transfer records through the DTSC Contracts and Business Management Branch. Coordinates with Business Services Unit when staff request that files be retrieved from the State Records Center.

5%	Administrative Duties Performs administrative duties including, but not limited to adhere to DTSC policies, rules, and procedures; ensure compliance with appropriate bargaining unit contract; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Daily Log system; and submit timesheets by the due date.
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Marginal Functions (Including percentage of time):

5%	Other Related Duties Performs other related duties including but not limited to contributing to the continuing effectiveness and improvement of Cal/EPA and DTSC's Environmental Management System by seeking ways to reduce the environmental impact of DTSC's file room operations. Integrates resource conservation by increasing recycling and reducing paper waste where reasonably possible. Monitors usage of file supplies and requests supplies as needed. Provides backup coverage for the reception desk; assists with mass mailings; opens, date stamps and sorts of incoming mail; distributes and collects incoming/outgoing mail; prepares shipping/ mailing labels; participates as a member of the File Management Committee; provides input for revision to the Department's Uniform File Policy and forms used for the RCF operations; and assists regional program staff in maintaining their facility site files.
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Typical Physical Conditions/Demands:

Work performed in a quiet, secure area. Regularly place files/binders onto a file cabinet shelf. Prolonged periods of standing and/or sitting are required. Incumbent uses a pushcart to transport files, binders, supplies, and/or boxes. Regularly lift files/boxes/supplies weighing a minimum of 5 ounces to a maximum of 25 pounds. The incumbent may climb a stepladder, sit, bend, stoop, for long periods of time, as well as extend both arms above shoulder/head level. The incumbent will be working with office equipment such as personal computers, peripherals, scanners, mail meter, and multifunction copiers. Occasionally, the incumbent may greet DTSC staff, visitors, and members of the public when assisting with reception duties.

Typical Working Conditions:

Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A hybrid telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). Work hours are Monday – Friday, 8:00 a.m. – 5:00 p.m. Flexible working hours and Alternate Work Week Schedules may be considered. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

The incumbent should demonstrate knowledge of DTSC and its various programs' functions, legal statutes, the Public Records Act, Information Practices Act, Public Records Act Requests policy, and other state and federal laws and policies to determine what records can or cannot be accessed by the public. The incumbent should demonstrate knowledge of the DTSC Uniform File Policy, Records Management Manual, Records Retention Schedules and standard filing practices. The incumbent must demonstrate the ability to perform difficult clerical work, including the ability to spell correctly, use proper grammar and make mathematical computations. The incumbent should demonstrate knowledge of modern office methods, business grammar and correspondence. The incumbent will work both in a team environment and independently under stringent deadlines. The incumbent must complete assignments in a timely and efficient manner.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?	☐ YES ☐ NO
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Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 7/29/2026

Revision Date (if applicable): Click or tap to enter a date.