

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

RPA Number: HRC0001273	Classification/CBID: Office Technician (General)/R04	Position Number: 810-154-1138-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Exide Division	Reporting Location: Cypress
Supervisor's Name: Poonam Patel	Supervisor's Classification: Environmental Program Manager I (Supervisory)	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 supervision of Environmental Program Manager I (EPM I), the Office Technician (General) (OT (G)) performs general office duties and provides administrative support to the Site Mitigation and Restoration Program-Exide Division within the Cost Recovery and Contract Management unit in the LABRIC branch. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

40%	Maintains large volumes of complex, confidential, and sensitive records by ensuring documents are filed in appropriate folder and location as submitted to the Exide Division Central File Room.
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	Prepares new folders to establish new facility/site files or extension folders in accordance with the Division's procedures. Ensures security of confidential records by appropriately filing documentation in a secure location. Periodically audits files to ensure filing accuracy. 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. Processes file requests, research, and retrieves records for Exide Division staff, state/federal staff, legislative staff, attorneys representing potential responsible parties, auditors, and the public. Informs requestors of policies/procedures, denial, delays and any appropriate fees. Processes the checkout and return of facility/site documents, records, files, binders, etc. Maintains a tickler system to track person/location of files and return dates and follow up when files are due to be returned to the Sacramento Regional Central File Room.
20%	Inventory Maintenance Maintains an electronic inventory of all files in the Exide Division file room utilizing Microsoft Excel and Tab Fusion, to track the location and status of each site and file (e.g., on loan to regional staff, on loan or transferred to another regional office, etc.). Creates file labels in accordance with the Divisions Operations Manual, using the TabFusion database. Assists Exide Division staff with ensuring that information in the TabFusion database is accurate and complete. Compiles records management reports for inclusion in the Site Mitigation and Restoration Annual Records Management Report regarding type, volume, and disposition of records, and any other reports as requested.
15%	Public Records Act Request Obtains facilities/sites documents, records, files, binders, etc., as requested for those facilities/sites maintained by the Division. Provides oral and written responses to Public Records Act Requests in accordance with provisions of the Public Records Act, Public Records Act Requests Policy and Procedures, and other DTSC procedures. Drafts and submits Public Records Act Requests responses for requestors. Notifies Division staff within 24 hours of receipt for file review requests received, files referenced and any confidential reviews. Ensures departmental responses are sent to the requestor within the 10-day limit, as mandated by the Public Records Act. Prepares for file reviews by pulling/organizing files, reports, documents, maps, etc. Schedules appointments and oversees file reviews in coordination with the project manager. Ensures security of records and original documents are not removed from the Division's Central File Room. Calculates and collects copy fees from the public, and issues receipts. Prepares transmittal forms and transfers monies received into a money order to submit to the Division's Accounting. Maintains file of receipt records for audit purposes. Updates the Public Records Act Requests tracking database to track response time and the volume of requests. Generates weekly reports and submissions to management and other interested bodies.
15%	Records Retention Assists Exide Division staff with maintenance of records, in accordance with the DTSC's current Records Retention Schedule, by identifying file categories to be destroyed or transferred to the State Records Center. Adheres to the Department of General Services' guidelines for submitting files to the State Records Center by completing necessary forms and signatures. Inventories site records are eligible for shipment pursuant to the approved Records Retention Schedule. Completes request from the Department of General Services STD. Form 71, Records Transfer List and requests the Department of General Services' approval to transfer records through DTSC's Contracts and Business Management. Coordinates with the DTSC's Business Services when staff request that files be retrieved from the State Records Center.
5%	Administrative Duties Performs administrative duties including, but not limited to adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date.

Marginal Functions (Including percentage of time):

5%	Other Related Duties Performs other duties assigned including but not limited to monitors usage of file supplies and orders supplies as needed; attends job related training and meetings; and provides backup coverage for the reception desk.
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Consequences of Error: (if applicable)**Typical Physical Conditions/Demands:**

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 40 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

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 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). The work schedule is Monday through Friday. 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:

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*.

**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: 7/30/2026

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