

PORTERVILLE DEVELOPMENTAL CENTER
Porterville, California

Environmental Services

JOB CLASSIFICATION:

Management Services Technician, Class Code 5278

LOCATION:

Environmental Services Department

GENERAL STATEMENT OF DUTIES:

Serves as the MST for the Custodian Supervisor II. Performs a variety of duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. The position requires contact with the public, contractors, employees and other stakeholders. Completes correspondence involving the knowledge of and application of regulations, policies, and procedures. Use good judgment, exercise, and maintain high level of confidentiality, and communicate effectively. Performs duties consistent with clerical support.

SUPERVISION RECEIVED:

Is supervised by the Custodian Supervisor II, but may also receive direction by Hospital General Services Administrator II, Hospital General Services I, and Custodian Supervisor I.

SUPERVISION EXERCISED:

None. May work as a lead on assignments or projects or with other staff as designated.

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, ability, endurance and sensory ability to perform the duties contained in this duty statement. Position requires prolonged sitting and extensive use of telephones, computers, keyboards, telephone and other office equipment. Incumbent will be working on a personal computer extended periods of time.

TYPICAL WORKING CONDITIONS:

Ability to work in a very busy atmosphere. Ability to handle a variety of facility and public contacts both in person and over the phone with tact and courtesy. Able to speak and write effectively, understand and carry out oral and written directions with minimal explanation and supervision. Able to answer phones, take messages and/or forward calls as appropriate.

Potential exposure to communicable diseases, blood-borne pathogens and other conditions common to a clinical nursing environment.

HOURS OF WORK:

Employees are expected to report to work as scheduled and on time. Incumbent is assigned to PDC, Custodian Supervisor II Monday through Friday from 0800-1630. Work hours may be adjusted based on special needs of the department.

JOB CHARACTERISTICS

Incumbent performs a variety of supportive duties including data entry, typing, mail and document handling, filing and records management, document preparation and review, composition of correspondence, oral communications and statistical and other record keeping for Environmental Services Department. Works with organizational tracking system procedures, applies computer

knowledge, and knowledge of facility policies and general office duties. The incumbent is expected to exercise a high degree of confidentiality, initiative, independence, originality, and sound judgment in performing assigned tasks. Also, is expected to complete routine and more complex necessary tasks involving much detail. Must possess organizational and interpersonal skills, ability to communicate effectively and professionally, schedule training, ability to type accurately and be able to work with minimal supervision.

ESSENTIAL DUTIES:

Incumbent must demonstrate interest in and aptitude for work in staff services and administrative support and possess the capacity for professional development. Must be able to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the work. Must display good judgment, the ability to maintain confidential when dealing with sensitive information. Must display good work habits such as punctuality, neatness and dependability.

20% Data Collection, Analysis and Document Management

- Generates computer printouts calendars, and other documents.
- Process and enter data
- Perform semi-technical work such as redacting and reviewing documentation
- Scans documents and enters the Document Management System
- Follows document retention schedule in purging and/or scanning documents.
- Performs the less complex gathering and analysis of program information.
- Researches, gathers, and analyzes information

30% Administrative Support

- Maintains an organized office atmosphere.
- Conducts research as directed by supervisor.
- Upon direction of the CS II, reviews and formats facility documents to ensure they are in appropriate format prior to being sent to the facility print shop.
- Provides support to supervisors
- Evaluates, assists, and directs visitors and telephone calls.
- Establishes and maintains various tracking systems relative to the HR/Administrative functions of Environmental Services.
- Tracks deadlines
- Performs analysis of programs, systems and procedures as directed.
- Use and interpret reference materials. Maintains various manuals,
- Assists with departmental timekeeping records and attendance reports to be submitted to Personnel.
- Performs audits
- Works with Environmental Services supervisors on attendance documentation.
- Works with Environmental Services supervisors to track and schedules required training for all Environmental Services staff.
- Works with Environmental Services supervisors to track and schedule employee physicals.
- Assists in the tracking of projects and assignments.
- Coordinate hiring interviews and candidate contacts ensuring hiring forms are completed and distributed.

20% Clerical Duties

- Under the direction of the Custodian Supervisor II, creates correspondence, letters, documentation and reports.
- Schedules various meetings and coordinates appointments, makes travel arrangements and prepares travel claims

- Prepares folders
- Prepares and drafts informational/routine memos, correspondence, assists with collection of data and compiles necessary data, and conducts, prepares and monitors various spreadsheets and data collection as assigned.
- Schedule's meetings and takes minutes as assigned.
- Document, prepare, review, and compose correspondence.
 - Must utilize the ability to spell correctly; use good English; make arithmetical computations; operate various office machines; utilizing a wide knowledge of vocabulary, grammar, and spelling.

TYPICAL TASKS (30%)

- Interpret written material
- Edit written material
- Write effectively
- Analyze written and numerical data accurately
- Assists in creating clear and concise presentations.
- Scans documents
- Files documents
- Completes special assignments and aids other areas as requested
- Applies knowledge of modern office methods supply and equipment
- Utilizes business English and correspondence to prepare quality documents.
- Regularly performs a variety of difficult duties clerical duties.
- Consistently exercises a high degree of initiative, independence and originality in performing assigned tasks.
- Exercises good judgment and the ability to communicate effectively.
- May provide guidance in assisting less experienced employees.
- Apply specific laws, rules and policies and procedures to daily tasks.
- Perform difficult clerical work including preparing clear and comprehensive reports and the keeping of difficult records
- Establishes and maintains office filing systems and records management.
- Picks up and distributes mail.
- Maintains supplies and equipment.
- Makes photocopies and provides basic clerical support to the various General Services areas.
- Generates Form 5's and Purchase Orders.
- May be required to assist in other areas of the Department as requested
- Assist with special projects as assigned

Employee Signature

Date

Supervisor Signature

Date

