

State of California
California Housing and Homelessness Agency

DUTY STATEMENT

Unit: Administrative Services
Position Number: 464-100-4870-901
Classification: Student Assistant
Working Title: Administrative Support Student
HQ Location: CHHA Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Agency Statement: You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Agency's mission.

Job Summary: The Student Assistant provides entry-level administrative support to the California Housing and Homelessness Agency's Administrative Services Unit. The position assists with routine clerical, operational, and organizational tasks related to personnel support, recordkeeping, facilities coordination, scheduling, data entry, and general office operations. Work is designed to support unit operations while offering practical experience in a professional state government environment.

% of Time	Essential Functions:
40%	Administrative and Clerical Support Organize, maintain, and update electronic and physical filing systems. Assist with preparing routine correspondence, forms, and templates. Perform data entry, database updates, and basic recordkeeping tasks. Support document preparation, tracking, and distribution. Assist with scheduling meetings, maintaining calendars, and preparing meeting materials. Provide front desk or customer service support, including greeting visitors and routing inquiries. Assist with management of Calendars. Maintain office supply list. Manage conference room booking and set up.
30%	Program and Unit Support Support administrative processes related to personnel, policy, communications, and legislative coordination as assigned. Assist staff with special projects requiring basic research, document review, or organization of materials. Provide general assistance to unit staff during peak workload periods or special initiatives. DocBox Monitoring.

20%	Facilities and Operational Support Assist with asset tracking and inventories. Assist with routine facilities tasks such as creating ID badges, coordinating building access, and reporting facility issues. Support routine inventory updates, including tracking supplies and assisting with ordering processes. Monitor shared spaces and ensure work areas remain organized and appropriately stocked. Schedule copier maintenance. Receive goods and assist with deliveries.
% of Time	Marginal Functions:
10%	Participate in training and onboarding activities as required. Perform other duties as assigned to support agency operations. Assist with forms development and retention.

Special Requirements: (Define all that apply)

Travel: None

Supervision Exercised: None

Conflict of Interest (COI): N/A

Background Check: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Administrative Responsibility: None

Personal Contacts: The incumbent interacts with members of the public, and team members at all levels of the organization and other state departments.

Consequence of Error: You must follow the Agency's principles and practices, as well as the Agency's mission, policies, and procedures. You must also comply with local, state, and federal laws. Lack of knowledge, mistakes, poor judgment, or incorrect analysis could result in the Agency or others receiving incorrect information or causing misunderstandings.

Diversity, Equity, and Inclusion: All employees at CHHA are expected to uphold the values of diversity, equity, and inclusion (DEI), which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All CHHA employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Agency. Additionally, all CHHA employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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

Employee Name: _____ Date: _____

Employee Signature: _____

I confirm that this duty statement accurately describes the main duties of this position. I have discussed the duties and given a copy of this statement to the team member mentioned above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.