

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER:

800-901-1139-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Disability Determination Service Division/Roseville Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Operations Support Bureau

SUPERVISOR'S NAME:

TBD

SUPERVISOR'S CLASS:

Disability Evaluation Services Administrator I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

CONCEPT OF POSITION:

Under general direction of the Branch Chief, Operations Support Bureau Chief (Disability Evaluation Services Administrator I) or Administrative Services Section Chief (Office Services Supervisor II), the Office Technician (OT) is responsible for the support functions in the local branch personnel unit.

A. RESPONSIBILITIES OF POSITION:

40% The incumbent performs all aspects of personnel support services. Is responsible for the accuracy and recording of attendance for all employees of the branch. Verifies the attendance posted the leave balance request forms. Maintains monthly balances of earned and used leave time for all employees. Verifies and reports dock hours to Departmental Personnel bureau. Verifies and posts Overtime and positive attendance for intermittent employees. Handles personnel matters of non-routine nature.

25% Acts as liaison to the Departmental Personnel Bureau and Central Support Services Branch (CSSB) on complex personnel issues. Assures timely issuance of personnel policy memoranda/documents. Processes and distributes incoming administrative mail. Acts as State Agency Work Sample (SAWS) coordinator. Prepares Federal staffing reports (i.e. Time Report of Personnel Services, State Agency Operations Report). Serves on various task forces and committees as needed. Consults with Branch staff and appropriate interfacing components on Program guidelines, procedures, issues and policies related to personnel matters. Participates in the interview/testing processes as requested.

20% Updates and maintains Organizational charts for the Branch. Maintains the Branch position roster. Prepares other reports and forms for personnel transactions, including hiring and exit forms, and recruit, appoint, and separation packages. Assists employees regarding health benefits, retirement, deferred compensation and other routine benefit matters.

10% Establishes new procedures as they develop, and monitors processes to ensure compliance with established policies and guidelines. Updates and maintains Administrative files/manuals. Assists the Branch Chief, Operation Support Bureau Chief, or Administrative Services Section Chief as assigned. Controls charge cards and building keys.

5% Works on special projects identified by management.

B. SUPERVISION RECEIVED:

Receives general direction from the Branch Chief, Operations Support Bureau Chief (Disability Evaluation Services Administrator I) or Administrative Services Section Chief (Office Services Supervisor II), who supply formal supervision governing performance and growth. The Office Technician works independently and must use a high degree of initiative, independence, and discretion in performing tasks. The OT is given clear descriptions of job assignments and priorities; and is given the responsibility and authority to complete tasks necessary for completion of assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The incumbent has daily contact with other Branch employees, Branch management, and Departmental Personnel Bureau. Contacts with employees, managers and Departmental Personnel Bureau requires a high level of tact as they often involve employees who are upset or errors that need correcting. The incumbent deals with a significant amount of confidential information and must safeguard the dissemination of this information.

E. ACTIONS AND CONSEQUENCES:

Branch staff could be adversely affected, by or delays in the processing of personnel documents. Personnel appointments could be delayed effecting branch staffing.

F. OTHER INFORMATION:

The incumbent's personnel-related activities require the use of a special computer application utilized by Disability Determination Service Division. Files and information may be paperless and require processing by computer including reading and keying in of information. Uses computer to read and send e-mail messages.

LIST OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present two selections from List A

or a combination of one selection from List A and one selection from List B.

Employees may NOT use one selection to establish both Identity and Employment Authorization

LIST A Primary Source Documents and Potential Secondary Source Documents	And/Or	LIST B Secondary Source Documents
1. U.S. Passport or a U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign Passport 4. Employment Authorization document that contains a photograph (Form I-766) 5. Driver's license or ID card issued by a State or possession of the United States, provided it: a. Contains a photograph b. Does NOT carry the notation "FEDERAL LIMITS APPLY," NOT ACCEPTABLE FOR OFFICIAL FEDERAL PURPOSES," or other similar notation that would make the card a secondary source document c. Is REAL ID compliant 6. U.S. Military ID Card 7. U.S. Military dependent's ID Card 8. PIV Card issued by a U.S. federal government agency The accepted documents listed are in accordance with Federal Information Processing Standards Publication 201-3 (FIPS 201-3) as published by the National Institute of Standards and Technology (NIST) in support of Homeland Security Presidential Direction No. 12 (HSPD-12) and the Real ID Act.		1. U.S. Social Security Card issued by the Social Security Administration (SSA) 2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal 3. ID Card issued by a federal, state, or local government agency or entity, provided it contains a photograph 4. Voter's Registration Card 5. U.S. Coast Guard Merchant Mariner Card 6. Certificate of U.S. Citizenship (Form N-560 or N-561) 7. Certificate of Naturalization (Form N-550 or N-570) 8. U.S. Citizen ID Card (Form I-197) 9. ID Card for Use of Resident Citizen in the United States (Form I-179) 10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350) 11. Temporary Resident Card (Form I-688) 12. Reentry Permit (Form I-327) 13. Employment authorization document issued by Department of Homeland Security (DHS) 14. Employment Authorization Document issued by DHS with photograph (Form I-688B) 15. Driver's license issued by a Canadian government entity 16. Native American tribal document