

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

PROPOSED

COMMAND/ORGANIZATIONAL UNIT California Highway Patrol		DIVISION Central Division/401			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-401-1139-002		CURRENT DATE 08/13/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general supervision of the Supervisor I, the Office Technician (Typing) is responsible for performing clerical and administrative duties. Responsible for personnel benefits, leave-related actions, disability processing, travel transactions, records requests, and general office support for the Central Division.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Supervisor I.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Work days are Monday through Friday, 8:00am to 5:00pm each day, business attire is required.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrates interest in assuming increasing responsibility, professionalism, dependable attendance, accountability, attention to detail, provides quality customer service, communicates effectively with employees, supervisors, outside agencies, and the public in a professional manner. Maintains confidentiality and discretion when handling sensitive information. Works independently with minimal supervision, demonstrates initiative by identifying opportunities to improve processes. Proficient in Microsoft applications.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 30% | Handles personnel, benefits, and leave-related actions for Central Division personnel. Prepares, reviews, distributes, and maintains required personnel documents and records, including new hire, transfer, separations, leave donation, and other personnel-related actions. Maintains personnel files and related filing systems, including the transfers; prepares and processes required personnel forms, memorandums, notifications, and correspondence; and ensures documents are complete, accurate, and submitted within established time frames. Provides information and assistance to employees regarding health, dental, vision, and other employee benefit programs. Processes benefit enrollment and eligibility documentation, including open enrollment, Dependent Reverification (DRV), medical reimbursement accounts, name changes, and qualifying life events. Serves as a liaison between Division personnel, the Employee Benefits Section (EBS), Human Resources Section (HRS), and other appropriate entities to resolve benefits and personnel-related issues. Maintains a working knowledge of applicable bargaining unit agreements, departmental policies, procedures, and requirements related to personnel, benefits, and leave administration. |
| 25% | Receives, reviews, processes, tracks, and submits Family and Medical Leave Act (FMLA), Nonindustrial Disability Insurance (NDI), and State Disability Insurance (SDI) requests. Reviews requests for completeness, communicates with employee and/or area personnel regarding required corrections or additional information, and forwards documentation to the appropriate sections for processing and approval. |
| 20% | Prepares, processes, tracks, and maintains weekly and specialized transmittals, including asset forfeiture, tax seizure, evidence, and other required transactions. Conducts bank deposits and maintain documentation for weekly transmittal. Processes and maintains appropriate documentation for petty cash expenditures and reimbursements, including CHP 264, Reimbursement - Petty Cash Request, requests; conducts petty cash audits according to department policy, end-of-year reconciliation and accurate supporting records in accordance with departmental policy. Processes travel-related documents, including travel advance requests, travel expense claims. Reviews travel submissions for completeness, accuracy, required supporting documentation, and appropriate approvals. Receives, logs, and distributes incoming administrative documents, payroll, overtime checks, mail, packages, and cash receipts. |

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10%	Prepares records-related requests and maintains a working knowledge of the California Public Records Act (PRA), departmental records policies, retention requirements, and applicable confidentiality requirements. Receives and processes PRA requests received electronically, by mail, or in person; identifies and obtains responsive records from appropriate personnel or entities; coordinates the collection of reports, photographs, videos and other requested documentation. Prepares responsive records for required review, redaction, approval, and release within established time frames.
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10%	Provides backup coverage for other clerical positions as operationally necessary. Assists Division and Area personnel with retrieving, copying, preparing, processing, distributing, and filing reports, correspondence, memorandums, and other documents. Maintains office filing systems by sorting, coding, scanning, filing, and purging records in accordance with departmental retention schedules. Prepares and processes miscellaneous office correspondence and reports and performs other administrative support functions necessary for efficient Division operations.
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Non-Essential Functions

5%	Performs other job-related duties within the scope of the classification, as assigned.
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TOTAL 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Jeanette Mora-Chavez		