



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Office Technician				Office Technician	
BRANCH					
Student Success and Career Readiness					
DIVISION				OFFICE	
Career and College Transition				Career Technical Education Leadership Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	4698	174-615-1139-042	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the direction of the Education Administrator I and working cooperatively with program units and supervisors throughout the California Department of Education, the Office Technician provides support related to areas such as programs, data, and budgets, for the programs and projects with which the Career Technical Education Leadership Office is charged. Some of these programs include the Career Technical Education Incentive Grant; state and federal career technical education leadership projects; industry sector leadership; career technical student organizations; and the Direct Support Professional Training Program. Program objectives include addressing the achievement gap and reducing dropout rates throughout the state, as well as supporting other various statewide projects.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the Education Administrator I of the Career Technical Education (CTE) Leadership Office.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires sitting for long periods of time while using a computer, writing, reading and reviewing documents. The work environment can be fast-paced, demanding, and at times requires the incumbent to be flexible by working independently and/or with multiple team members simultaneously.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Provide clerical support for the CTE Leadership Office. Duties include: review all packets for compliance with the California Department of Education's correspondence guide, and with Section 508 of the rehabilitation act; process all packets for approval and signature; track packet approvals; log incoming correspondence, reports, and forms; process annual reports; maintain files; assist with workshops and conferences, as needed.

In accordance with general instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of procedures and policies of the Career and College Transition Division and the CTE Leadership Office; draft and prepare for duplication and/or distribution a variety of reports and applications; utilize computers, word processing, and spreadsheet software to accommodate heavy volume.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Prepare, submit, and track all travel documents and travel packets for office staff. Ensure actual expense submissions are received from traveler for comparison to travel packet submissions. Create and track actual travel expenses of individual staff members as well as the total office travel budget. Update immediate supervisor of employee and unit travel budget, as needed.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Receive and screen visitors and telephone calls from department staff, other state agencies, and the general public, then determine referrals to unit staff. Where appropriate, provide information on established programs, policies, rules and regulations, using considerable judgment in responding to questions and inquiries.

Physically go into the office, as needed, to collect and distribute office and division mail. Review incoming correspondence, emails and phone calls; refer to appropriate staff members, as required, and follow up when deadlines are involved.

Relative % of Time Required:	10	☐ Essential Function	☒ Non-Essential Function
Duties Performed			
Assist with the design and establishment of databases for special unit projects, grants, inter-agency agreements, and contracts. Independently establish and maintain filing, logging, and tracking systems in order to produce various statistical reports as required to implement and evaluate program activities.			

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Attend, participate, and facilitate staff meetings on a rotation basis. Organize, order, and maintain office supplies and materials.			

Relative % of Time Required:	10	☐ Essential Function	☒ Non-Essential Function
Duties Performed			
Other job-related duties as assigned.			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to maintain consistent and regular attendance; ability to present ideas clearly and concisely in oral and written forms; establish effective working relations; develop and maintain knowledge and skills related to specific tasks; methodologies, materials, tools and equipment; complete assignments in a timely, accurate, and efficient manner; and adhere to departmental policies and procedures.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, directors, deputy superintendents, legal staff, executive leadership; and also with external entities including local educational agencies, associations, boards, governmental agencies, advocates, and other educational partners.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor