



Duty Statement

Classification: **Office Technician (General)**

Position Number: **275-311-1138-004**

HCM#: **1434**

Branch/Section: **Operations Support Services Division, Contract & Procurement Services, Vendor Engagement & Procurement Section, Procurement Unit**

Location: **Sacramento, CA**

Working Title: **Procurement Clerical Technician**

Effective Date: **August 27, 2026**

Collective Bargaining Identifier (CBID): **R04**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ Office-Centered ☐ Remote-Centered ☐ Not Eligible

The Operations Support Services Division (OSSD) provides a variety of essential support services to the CalPERS Board, team leaders, and team members pertaining to the work environment and the day-to-day operational needs. OSSD includes mailroom and receiving services, copy and printing services, mass mailing, asset management, fleet management, forms management, imaging, records management, Board elections, facilities and building management, physical security, parking and rideshare, space planning, sustainability, emergency management and business continuity, coordination of notary public, merit award program, and contract and purchasing services.

Under the direction of the Supervisor I of the Procurement Unit within the OSSD, this position provides clerical and administrative support for procurement operations. The incumbent manages procurement inbox correspondence, prepares and routes routine correspondence, runs reports, updates records and project tracking tools, and supports contract and procurement file management.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

35% Onsite¹ and virtually, manage and respond to emails sent to the Procurement inbox, forwarding emails that require more in-depth analysis. Run data reports from PeopleSoft, SharePoint, and other systems on a regular basis. Update data and project management tools

to reflect accurate status. Generate established monthly, annual, and ad hoc contract purchase order related reports and correspondence from the Procurement database and PeopleSoft and prepare reports for routing and approval.

- 30% Onsite and virtually, assists the Procurement Unit by monitoring and tracking the status of procurement documents throughout the entire review/approval process utilizing various databases, such as PeopleSoft, ServiceNow, and SharePoint. Organize and maintain Procurement documents by filing electronic copies in the appropriate shared drive folders or other digital locations in accordance with the established Procurement file guide and retrieve contract and Procurement files upon request. Maintain Procurement records by archiving or purging in accordance with OSSD's Records Retention Schedule. Generate and distribute weekly workload status reports to unit team members.
- 20% Onsite and virtually, respond to routine inquiries from team members and the public via telephone, e-mail, and/or visitor's counter. Originate routine contract and procurement-related correspondence to vendors. Prepare agendas and arrange weekly and ad hoc Procurement Unit team meetings by soliciting agenda topics from team members. Take meeting notes and submit them for review in a timely manner. Distribute approved meeting notes to attendees. Develop and maintain the unit support staff desk manual for routine procedures and updated processes; order office supplies and maintain supply request and inventory records. Send regular reminder emails for established and recurring deadlines.
- 10% Onsite and virtually, assist the Procurement Unit in coordinating and conducting training on procurement policies and procedures. Originate routine contract and procurement communications to the enterprise via SharePoint and various applications. Assist team members on special projects; provide backup coverage for team members as assigned.
- 5% Onsite and virtually, assist the Contract and Procurement section by preparing, requesting and tracking records management activities for contract and procurement files. Create folders; enter and edit contract and procurement data in the designated database. Assist in developing, maintaining, or enhancing contract and procurement related databases. Pick up and distribute mail, payroll, and revolving fund checks for OSSD team members. Perform other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Work in a high-rise building.
- Office setting with prolonged periods of sitting.
- Ability to use a computer keyboard and read from computer screens several hours a day.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**