

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER:

800-665-1139-500

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

ADM/Contracts & Procurement Services Branch

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

GAB/Non-IT Purchasing and Administrative Support Section

SUPERVISOR'S NAME:

Mike Maniscalco

SUPERVISOR'S CLASS:

Supervisor II

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 Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) Departmental organizations on a statewide basis and the California Health and Human Services Agency.

CONCEPT OF POSITION:

Under the direction and supervision of the Non-IT Purchasing and Administrative Support Section Chief, the Office Technician (Typing) OT (T) is responsible for providing a variety of routine clerical support services to staff within the Contracts and Procurement Services Branch (CPSB).

A. RESPONSIBILITIES OF POSITION:

- 40% Performs a variety of independent administrative tasks to support the Branch managers and staff, including but not limited to preparing meeting agendas; drafting various routine memos, correspondences, and other documents; developing and maintaining expertise in proofreading and editing documents for formatting, punctuation, grammar, packaging, and reviewing written materials for compliance with CDSS standards and digital accessibility requirements. Uses email to receive and transmit information to staff within the branch as well as other liaisons within the Department. Schedules meetings when requested by management within the Branch. Reserves conference rooms for management and staff. Stays informed and actively engaged to implement changes from Human Resources (HR), CDSS management, and Branch management. Updates employee supervisor profiles in Employee Service Center (ESC). Assists with the on-boarding and separation process for the Branch. Processes incoming and outgoing mail for the Branch.
- 30% Serves as the Attendance Coordinator (AC) for the Branch. Attends all AC trainings/meetings. Shares information with supervisors that comes from the AC meetings for HR. Follows the Monthly AC Calendar dates/milestones. Distributes the monthly Leave Activity and Balances (LAB) report to all supervising managers within the Branch. Works with management to report attendance and keeps accurate records. Verifies information on LAB reports for all staff is correct, and notifies the personnel specialist of discrepancies. Reports all dock (STD 603) to the personnel specialist by the date required on the AC Calendar. Distributes all monthly HR Listings (Merit Salary Adjustment [MSA], Probation Report listings, Individual Development Plan [IDP]/Annual Review) to the direct supervisor of those on the listing(s) and creates tracking system of personnel appraisal and probationary reports. Files and maintains personnel documents such as performance appraisals, probation reports, and accident reports to appropriate personnel and packages and routes appropriate copies to the HR Branch.
- 20% Orders office supplies and equipment (using P-Card and FI\$Cal) for the Branch. Completes necessary forms, works with vendors to get quotes, obtains approvals, enters requisitions into FI\$Cal, and ensures invoices are paid on time. Uses P-Card, reconciles invoices, and maintains records according to Department policy. Ensures all necessary approvals are received and materials are packaged correctly for release.
- 5% Provides backup and support of Personnel Liaison (PL), as needed. Develops and maintains knowledge of the procedures and policies of the office and related reference materials. Responds to general personnel-related questions from Branch management by researching questions and consulting with Human Resource staff as needed in order to provide responses. Acts as the liaison between the Personnel Specialist (PS) and employees. Assists employees with personnel issues related to payroll, benefits, and employment status.
- 5% Perform other duties as required.

B. SUPERVISION RECEIVED:

Under direction and supervision of the Non-IT Purchasing and Administrative Support Section Chief, the OT (T) performs a wide variety of administrative and clerical support functions for the CPSB. The OT (T) may receive assignments and direction from other managers within the Branch.

C. ADMINISTRATIVE RESPONSIBILITY:

The OT (T) is responsible for a variety of administrative and clerical support functions for CPSB. The OT(T) must maintain good organizational skills, familiarity with computers and modern office equipment, and confidentiality. The OT (T) must be able to work well under pressure in a team environment with changing and competing priorities.

D. PERSONAL CONTACTS:

The OT (T) may have daily contact with all levels of Departmental employees, as well as representatives from other state departments, the Health and Human Services Agency, the federal government, and county welfare departments. The OT (T) must have good interpersonal communication skills.

E. ACTIONS AND CONSEQUENCES:

Failure to plan or multi-task timely or address highest priorities may result in critical assignments exceeding deadlines. Inappropriate or delayed responses to written or verbal requests for information may result in adverse criticism from the public, legislators, other departments, etc.

F. OTHER INFORMATION:

The OT (T) is expected to multitask and prioritize work as necessary. The OT (T) works with sensitive and confidential information and is expected to maintain the confidentiality of information accessed during the course of their duties.