

POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 5278 Management Services Technician
Branch: General Administration	Working Title: Management Services Technician
Unit: Administrative Services Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 310-5278-010	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under supervision of the Manager IV, the incumbent performs the following duties:	
Percentage and Essential/Marginal Functions:	
40%	Tracking and Reconciling (E) Processes all documents relating to attendance and benefits such as the completion of the Time Card Records, tracking leave balances, appointment and separation documents. Assists employees with health/dental enrollment and change requests; informs and responds to employee inquiries on general HR questions. Prepares and routes

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	confidential documents such as probationary reports and annual performance appraisals. Maintains statistical and tracking information regarding employees. Maintains unit files and their confidentiality.
25%	Statistical Research (E) Maintains, analyzes, and audits the divisional case management system as well as multiple internal electronic tracking spreadsheets and files for completeness and timeliness. Assists with research within the databases for statistics and productivity levels and prepares less difficult statistical reports on workload and periodic status reports for managers by compiling requested data from case management system.
15%	Workload Monitoring (E) Coordinates with the Investigative Services and Support Unit managers/personnel on matters directed by the Manager IV; including but not limited to compiling, maintaining and monitoring of deadlines and items for reporting and control purposes; completed training documents, and trends of all travel related expenditures.
15%	Budget / Inventory (E) Assists with an assigned segment of the budget and expenditure report; monitor, develop and track workload indicators; prepares and modifies written correspondence. Maintains accurate records of inventory of all equipment and office furnishings for ISSU; order inventory and distribute office and equipment supplies using the State credit card (CAL-Card.) Update and maintain manuals.
5%	Committee Representative (M) Represents the unit on departmental committees. Other job-related duties as required.

Supervision Received: The MST works under supervision on the Manager IV, and may receive general direction from the Manager II.

Supervision Exercised and Staff Numbers: Does not provide supervision to others but may guide staff in completing tasks.

Physical Requirements: Works in a two story building, in an office setting. Will be sitting (may be sitting for long periods of time), standing, and moving around the office environment; occasional lifting up to 20 pounds. Will be accessing computers, typing/data entry, handling multiple phone calls from public and

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departmental employees. Saturday and/or extended hours may be required.

Special Requirements: Customer service skills, computer proficient, dependability and punctuality, written and verbal communication, interpersonal skills. The ability to comprehend and retain complex procedures.

Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email, and mail.
 Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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