

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER

800-361-1139-001

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

CCDD/Program Quality & Improvement Branch

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

Integrity, Training, and County Support Bureau

SUPERVISOR'S NAME:

Jigna Shah

SUPERVISOR'S CLASS:

Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict-of-Interest Code.
- ☐ Duties require participation in the OMV 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: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other California Department of Social Services programs and services that serve the whole child and whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under the direct supervision of the Integrity, Training, and County Support Bureau (ITCSB) Chief of the Child Care and Development Division (CCDD), the Office Technician (OT) (Typing) will be responsible for establishing clerical procedures and independently performing the more difficult clerical duties within the Bureau.

A. RESPONSIBILITIES OF POSITION:

45% The OT types, edits, formats, and reviews documents for grammar, spelling, and content consistent with California Department of Social Services (CDSS) standards and policy. The incumbent independently prepares correspondence supplying information regarding the subject, topic, or matter related to bureau programs and systems. The OT creates complex charts, spreadsheets, and other materials for program related data and completes necessary edits as needed.

25% The OT receives, reviews, and distributes documents for routing and independently determines the disposition of documents. The incumbent develops and/or revises filing systems in accordance with division policy for the safeguarding of important documents, forms, and materials. This position operates a variety of office equipment (e.g., faxes, copiers, and printers) to maintain an efficient workload. The incumbent independently develops and maintains logs and databases regarding Bureau projects using Microsoft Word, Excel, and Access, as appropriate. The incumbent prepares travel packages for approval by verifying travel details using information provided by staff and/or Internet research and formulating cost breakdowns to enter estimated costs.

10% The OT will work with the Human Resource Services Branch (HRSB) to report accurate attendance records for the division by collecting and tracking time sheets, and notifying staff when time sheets are due. The incumbent will review time sheets for accuracy and thoroughness and notify staff of discrepancies to assist in resolving errors before submitting time sheets to the HRSB. Staff will generate monthly overtime and dock reports for managers, supervisors, and the HRSB to ensure accurate reporting for the Leave Activity and Balances (LAB) report. The OT will notify HRSB of dock reported by CCDD staff on the master payroll cut-off date each pay period or of late dock immediately as it occurs for accurate payroll processing. The incumbent will maintain official employee attendance records and ensure all information related to staff personnel, time sheets, and attendance is used and maintained in a confidential manner and all documents are stored in a secure place. This position will act as the Subject Matter Expert in all matters of division attendance.

10% The OT answers telephone inquiries and emails providing information related to bureau inquiries, and the division as needed, by responding to the more basic information requests and directing calls to appropriate staff. The incumbent greets visitors and directs them to appropriate staff, meeting and/or training, upon request.

5% The OT organizes bureau functions by scheduling meetings, reserving rooms, preparing agendas, and compiling and assembling material to ensure events are organized efficiently. The OT acts as a back- up to the Deputy Director's Office, Office Technician and other CCDD Office Technician's when needed to assist with logging and routing documents and packages.

5% The OT will perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The OT (Typing) works in CCDD ITCSB under the direct supervision of the Bureau Chief. The OT may also receive direction from the Section Chiefs within the Bureau.

C. ADMINISTRATIVE RESPONSIBILITY:

The OT (Typing) provides administrative support to the ITCSB Chief. The OT works with management and other division and department staff to obtain necessary documentation and signature approvals.

D. PERSONAL CONTACTS:

The OT will have daily contact with all levels of departmental employees as well as representatives from other state agencies and CDSS contracting agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material and in imparting information to callers could result in information being released to unauthorized persons in violation of the Government Code and/or not in the interest of harmonious employee-employer relations. This can cause risk to the department and delays in the processing of branch documents.

F. OTHER INFORMATION:

Desirable Qualifications:

- Excellent organization skills
- Strong attention to detail
- Excellent interpersonal communication skills
- Familiarity with Microsoft Office applications

Must be flexible and work well under pressure

Must be dependable and maintain regular attendance

The work schedule for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m.