State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Business Service Assistant (Specialist)	549-074-4707-005
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
BMS/DARC – Warehouse	Business Service Assistant (Specialist)	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Distribution and Reproduction	4940 Land Ave., McClellan, CA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Business Service Officer III

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under close supervision of Business Service Officer III, in the Distribution and Reproduction Unit (DARC), the Business Service Assistant (Specialist) (BSA) performs a variety of technical and analytical business service activities. The BSA independently fulfills online pass orders, manages the DARC warehouse, and is responsible for the business functions of the distribution and reproduction center. This position is responsible for the following activities in support of the mission of the Business Services Section.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
25%	**ONLINE PARK PASS** Independently fulfills and distributes online park pass orders received from Pride Industries. Manage inventory control and order fulfillment preparation by requesting materials from the warehouse, categorizing items for targeted distribution and maintaining appropriate stock levels for packaging and distribution. Preparation of orders includes ordering passes from the Warehouse through use of appropriate documentation, Labeling passes for distribution/fulfillment, and fulfillment of appropriate distribution materials for each pass type ordered.
25%	**SIGN PROGRAM** Pull, pack, and ship park signs, office supplies and publications throughout State Park Units including headquarters. Will Load and unload trucks, common carriers and transports material to specified areas either by hand or by use of powered or nonpowered materials handling equipment. Assist with receiving, unpacking, and verify incoming material against invoices or bills of lading Stack, tag, and move materials to designated locations. Stock and restock shelves, bins, and other storage facilities. Maintains records, keeps floors and storage areas clean and orderly.
25%	**MAILROOM OPERATIONS** Perform mail sorting, plotting, and metering functions of the Distribution and Reproduction Center. Calculates and stamps appropriate postage to all outgoing Mail and parcels including First Class, Air Mail, Certified, Insured, and US Postal Service Overnight documents. May add

	funds for Postage Meter when necessary. Back-up coverage as needed for outside driving route deliveries and back-up coverage as needed for HQ Mailroom.
10%	**REPRODUCTION** Provide document finishing solutions for reproduction request and orders. Perform standard print finishing and bindery operations. Using a Challenge Model 20 paper cutter (a heavy-duty industrial guillotine cutter) to trim large sheets of printed paper down to their final, precise dimensions or create custom-sized print products. Using Pitney Bowes Folder Model FD 90 and PF-90 machines to automatically fold flat printed sheets into organized marketing materials like tri-fold brochures or pamphlets. Using a Baum Model STB-00 Hole-Press/Drill to punch clean, uniform holes through thick stacks of paper so they can fit perfectly into standard binders or three-ring notebooks. Using a Bostitch Heavy Duty Electric Stapler to perform "saddle stitching," which means driving staples through the center spine of folded sheets to create finished booklets and catalogs.
10%	**FISCAL** Manage material requisition and vendor procurement, evaluating quote comparisons and processing purchase paperwork using the FI$CAL program.

MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Working in a team environment.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required. Transport materials weighing up to fifty (50) pounds, such as DPR signs, and boxes. Operate and maintain preventively warehouse vehicles and equipment such as manual pallet jack and forklift. Repetitive hand movements, standing for long periods of time, regularly lift, push/pull and carry bulk packages and materials weighing up to 50 lbs. Transport materials on pallets using electric and hand-powered pallet jack and forklift. Must understand and practice OSHA regulations and possess a forklift certificate.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE