

DUTY STATEMENT

DATE APPOINTED	PROGRAM HOMES DIVISION	UNIT BUSINESS SERVICES		☒ CURRENT ☐ PROPOSED	
DATE LAST REVIEWED					
CIVIL SERVICE CLASSIFICATION OFFICE TECHNICIAN (TYPING)		WORKING TITLE OFFICE TECHNICIAN (TYPING)		POSITION NUMBER (Agency – Unit – Class – Serial) 576-216-1139-001	
WORK LOCATION VHC - LANCASTER	WORK SCHEDULE (Days & Hours) MON-FRI: 8:00am – 12:00pm		TENURE PERMANENT		TIME BASE PART-TIME
INCUMBENT (If Known) Vacant			COI (Yes or No) No	WWG 2	CBID R04
<p>Under the general supervision of the Business Services, Supervisor I, the Office Technician (typing) at the Veterans Home of California-Lancaster (VHC-L) performs a variety of journey level duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing administrative support with a variety and complex assigned tasks in the Business Services Department. Good judgment and the ability to communicate effectively are of primary importance at this level in dealing with public contacts, residents, staff, and supervisors. The incumbent must be able to work with increased levels of responsibility with high degree of accuracy. Must maintain awareness of and follow appropriate State and agency purchasing guidelines to obtain goods and miscellaneous minor services for the facility.</p>					
% of time performing duties	ESSENTIAL FUNCTIONS				
45%	Coordinate with department managers and work effectively to support the purchasing needs of goods and services for the entire facility. Use Financial Information System for California (Fi\$Cal) and Excel programs efficiently for inputting and retrieving purchasing information electronically. Review, log, and track purchase requests. Assist the Analyst II with the preparation of - purchase documents. Obtain approvals as needed. Use prudence and sound judgment to resolve or refer questions appropriately. Utilize copiers, scanners and facsimile machines. Organize and maintain office files and filing. Collect and sort incoming department mail. Use Microsoft Office Word and Excel to type and prepare office correspondence. Access intranet and internet. Place and answer telephone calls.				
25%	Greet visitors and issue passes, directing them to appropriate functions/unit; provide general information regarding the Home, general admission requirements, and availability of tours or other activities. Answer and direct incoming telephone calls to appropriate extensions and neighborhoods, taking messages when appropriate. Prevent the admittance to the premises of unauthorized persons and maintain the front desk sign in and sign out sheets.				
15%	Assists, under the direction of Supervisor I, department managers, purchase requestors, and the Contracts Liaison/Procurement Property Analyst II with purchase estimates, purchase orders, contract orders and service orders. Assists with identifying Certified Small Business and Disabled Veteran Owned Businesses as needed and provides information to businesses on how to become Certified with the State.				

10%	Prepare and submit department office supply requests for approval on a monthly and/or as needed basis. Attend monthly facility in-service and any department training.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. <i>Some travel may be required (i.e., travel to off-site conferences, meetings or training).</i>	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.			X		
SITTING: Workstation; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, training and work discussions; facilitate the dynamic of teamwork.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X

REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.				X	

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**

EMPLOYEE NAME (Print)

EMPLOYEE SIGNATURE

DATE

SUPERVISOR STATEMENT: I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR NAME (Print)

SUPERVISOR SIGNATURE

DATE

HUMAN RESOURCES NAME (Print)

HUMAN RESOURCES SIGNATURE

DATE