Employment Development Department
State of California

☐ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Mailing Machines Supervisor I	*Mail Services Supervisor*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-345-1459-003
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Documents, Publications, & Distribution/Mail Operations & Distribution Section/Mail Processing and Distribution Group/ Outgoing Mail Unit	Lorena Chavez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Office Services Supervisor II
BRANCH:	REVISION DATE:
Administration	7/26/2019

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☒ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Stands for prolonged periods of time. Works in a noisy environment. Adapts to rotational cross-training and accepts assignment changes to work hours. Lift 35 pounds or more on a regular basis. Works overtime on a mandatory basis when workload or schedule requires.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of an Office Services Supervisor II, the incumbent is responsible for the following:

Overseeing the processing of outgoing mail through the use of automated mailing equipment and manual processing, while ensuring the quality and accuracy of the final product and maintaining the efficiency of the Unit.

Civil Service Classification
Mailing Machines Supervisor I

Position Number
280-345-1459-003

Percentage of Duties	Essential Functions
55%	Supervises Mailing Machine Operators and support staff in the processing of outgoing mail manually and utilizing the operation of various types of mailing equipment including inserters, meter machines, folders, and direct impact and ink jet printing machines. Prioritizes and assigns work to operators. Performs continual quality control checks of jobs being processed, signs and maintains quality control logs and verifies accuracy of documentation for jobs processed.
15%	Provides training and technical expertise on mailing equipment and direct impression printing equipment and addressing software. Demonstrates a thorough understanding of the theory of operation of all mailing equipment and associated software applications used in the Section and is familiar with all operator manuals. Keeps up to date on current postal mailing requirements and regulations.
10%	Identifies and corrects machine settings and adjustments, make minor repairs including the replacement of minor parts, and appropriately refers more serious equipment and software malfunctions to vendor technicians. Determines when the malfunction falls within the scope of "operator repairs and adjustments" the supervisor must provide "on the spot" instruction to the employee on the proper repair/adjustment action.
10%	Prepares probationary reports, assesses staff training needs, prepares training plans, and prepares written evaluations. Assists with recruitment efforts. Documents and addresses employee performance issues. Uses Microsoft Word and Excel to prepare documents, forms, reports, and letters as required. Keep spreadsheets for daily production reports, monthly activity, and statistical reports.
5%	Operates equipment at established acceptable production levels when required. Helps move, transport, and loads mail cages into mail trucks and vans as required. Operates a pallet jack and forklift, drives mail trucks and vans as required. Ensures that all safety rules and regulations are followed and that any hazardous working condition is corrected immediately.

Percentage of Duties	Marginal Functions
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise ☐ Cubicle ☒ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☐ Required to assist customers in person
☐ Other:

Civil Service Classification	Position Number
Mailing Machines Supervisor I	280-345-1459-003

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 4 MMOs I

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPG Analyst Initials	Date Approved
	FNB	10/28/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file