Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Office Technician (Typing) – Limited Term	Attendance Clerk
NAME OF INCUMBENT:	**POSITION NUMBER:**
Click here to enter text.	280-186-1139-002
SECTION/UNIT:	**SUPERVISOR'S NAME:**
ARU 186 – UIC Chula Vista	*Click here to enter text.*
DIVISION:	**SUPERVISOR'S CLASSIFICATION:**
UI Southern Operations Division	*Click here to enter text.*
BRANCH:	**REVISION DATE:**
Unemployment Insurance	10/15/2025

Duties Based on: ☐ Full Time ☐ Part Time – Fraction _____ ☒ Limited Term

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.)*:

Duties based on FT Limited Term. Required to have a valid typing certificate of at least 40 words per minute.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the direction of the Employment Development Administrator or a Section Manager, the Office Technician provides in-depth clerical supports for the office, the manager, and the management team. Independently performs complex and highly technical clerical duties, including composing and typing original letters and local office form letters. Exercises a high degree of initiative and independence in performing assigned tasks. Represents the manager and the office in contact with the general public, as well as within the Department and the Branch. Handles complex correspondence, which may be sensitive or confidential in nature. Is responsible for establishing and maintaining all office filing systems. Acts as the office's personnel/payroll/attendance clerk and supply clerk. Participates in Total Quality Management (TQM) projects and processes. Demonstrates an awareness of the Department and Branch vision, mission, values, and goals.

Percentage of Duties	Essential Functions
45%	Independently performs complex typing assignments. Applies specific rules, office policies/procedures, the EDD Correspondence Guide and Gregg Reference manual to create correspondence, memorandums, forms, and reports from written copy, rough draft, or general outline. Maintains files on disks or hard drive, retrieves and converts information and makes revisions as necessary. Proofreads and edits prepared documents and makes required corrections in format, spelling, grammar, and punctuation before submitting completed work to office staff. Communicates professionally and effectively with the public and members of the

	staff. Represents the managers and the office in public contacts, as well as within the Department and the Branch.
40%	Acts as the Office's Attendance Clerk. Processes attendance records and monthly payroll summaries in accordance with policies and procedures. Produces the Time and Attendance Report, overtime and dock reports. Reviews employee timesheets for accuracy; reconciles the employee leave balances; records and monitors intermittent hours worked. Works with the Branch's Personnel Liaisons and Human Resource Services Division's Personnel Services Specialists to complete confidential personnel actions timely and accurately. Process appointment and separation documents, benefit forms completed by employees and bilingual pay certification forms. Creates and updates office organization chart's and position statements. Ensures confidential handling, processing, and storage of personnel records. Advises manager of discrepancies or areas of concern. Is responsible for establishing and maintaining Office filling systems. Will set up, update, and purge files in compliance with procedures regarding confidentiality and storage. Oversees maintenance of equipment and supply inventories. Initiates and pursues more complex requisitions. May work with vendors to resolve problems relating to supply and equipment orders.
10%	As a field office team member: • Assists manager in special studies and projects, as requested, and in data gathering for statistical reporting/analysis. • Protects program integrity by identifying and reporting any suspected fraudulent claims/activities • Participates in unit and office meetings, as scheduled, and in training sessions offered. • Provides suggestions for improvement. Participates in office TQM projects and processes • Demonstrates an awareness of the Department and Branch vision, mission, values and goals.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties as assigned.

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

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	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: Working in a large call center environment. Required to interact with managers and staff.

5. SUPERVISION

Supervision Exercised*:* None

6. SIGNATURES

Civil Service Classification	**Position Number**
Office Technician (Typing) – Limited Term	280-186-1139-002

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

	PMG Analyst initials	Date approved
☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	NW	10/29/2026

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:

Click here to enter text.

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