STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

| COMMAND/ORGANIZATIONAL UNIT | DIVISION | | | |
|---|---|---|---|---|
| Golden Gate Division / Clerical Unit | Golden Gate Division | | | |
| CIVIL SERVICE CLASSIFICATION TITLE | BARGAINING UNIT | TENURE | TIME BASE | INTERMITTENT HOURS PER MONTH |
| Office Assistant (Typing) | R04 | Permanent | Full-Time | |
| POSITION NUMBER | CURRENT DATE | | | |
| 388-301-1379-008 | 09/08/2026 | | | |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST | CONFIDENTIAL DESIGNATION | FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY | | |
| ☐ YES ☑ NO | ☐ YES ☑ NO | APPROVED BY | DATE | |

FUNCTION OF POSITION
Under the general supervision of the Office Services Supervisor II (General), the Office Assistant (Typing) is responsible for Division's personnel timekeeping data, provides clerical support to the Division staff, and is primary back-up of Employee Benefits for the Clerical Unit.

SUPERVISION RECEIVED
The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General). However, direction and assignments may also come from the Golden Gate Division Sergeants and Lieutenants.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
A demonstrated interest in assuming increasing responsibility.

| PERCENTAGE OF TIME PERFORMING DUTIES | **Essential Functions** |
|---|---|
| 25% | Prepare and process attendance documents for non-uniformed employees and the Commander using Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, and bargaining unit contracts as guides. Complete, process and maintain CHP 71s, Attendance Report, using Activity Tracking System (ATS) 415s, Daily Field Report, as source documents. Log on CHP 444, Summary Sheet of Absence Requests. Act as a liaison with HRS Personnel Specialist in matters regarding attendance reporting, leave credits, employee inquiries, etc. Reviews and processes CHP 71 reports on a monthly basis. Consults employees regarding discrepancies, errors, and omissions when needed. Sends timekeeping documents to the appropriate commanders for review and approval. Upon receipt of approved CHP 71 make copies, attached to the prior month's CHP 71, and forwarded to the HRS Personnel Specialist. Receives incoming timekeeping folders to create permanent files on respective employees and maintains them in an organized fashion. Maintain binders containing CHP 71 reports, categorized by the month. Purge CHP 71 reports yearly in accordance with HPM 82.1, Chapter 9, Record Retention. |
| 25% | Responsible for all functions related to monthly timekeeping duties for uniformed personnel at the Area office, including overseeing the processing of automated ATS 415 forms for uniformed personnel utilizing the Activity Tracking System (ATS), the Management Information System (MIS), and CHP Dashboard. Reconciles Fair Labor Standards Act (FLSA) hours and month end cut-off dates to ensure all worked time has been recorded to minimize manual corrections. Generates and posts the ATS 415, Missing List. Ensures all ATS 415 forms are entered by both the monthly and FLSA cut-off dates. Prepares monthly reports related to overtime leave balances, such as COZEEP, MAZEEP, Special Projects, and Reimbursable and Non-Reimbursable Overtime for reconciliation by the Area's Overtime Coordinator Officer. Accountable for reviewing and reconciling ATS 415's to ensure compliance with FLSA, and correcting any errors found. |
| 20% | Maintain personnel records for sick leave and time off; records sick leave usage utilizing CHP 444, Summary Sheet of Absence Requests. Purges the files per the STD 73, Records Retention Schedule. |
| 15% | Staff the Golden Gate Division front counter on a rotational basis, courteously and professionally interacting with the public and providing assistance as necessary, as well as answering and screening incoming calls from the public, other Area Offices , and allied agencies. Obtain pertinent information from callers in order to direct calls to the proper Area personnel |

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| | and/or provide information and/or assistance using available resources. Take down and deliver messages for all Officers/ Area personnel in the pulling and copying of needed reports. Issue CHP 251, Counter Receipts, as needed. Train new hires on telephone protocol. |
| 10% | Reconcile and maintain petty cash requests and disbursements. Prepare and process monthly CHP 264, Reimbursable Petty Cash Request. Responsible for the preparation and processing of weekly CHP 230, Transmittal of Funds, for processing to Fiscal Management Section. Process CHP 456, Notice of Salary Overpayment. Primary back-up for employee benefits desk. |
| | **Non-Essential Functions** |
| 5% | Other job-related duties, within the scope of the classification, as assigned. |
| **TOTAL** 100% | |

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

| PRINT EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
|---|---|---|
| | | |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
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