DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: **HRC0001397**	Classification/CBID: **Office Technician (Typing) / R04**	Position Number: **810-970-1139-XXX**
Incumbent Name:	Working Title: **Records Coordinator**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Statewide Policy Division**	Branch/Section/Unit: **Hazardous Waste Management Program/Regulatory Information & RCRA Implementation Branch**	Reporting Location: **Headquarters**
Supervisor's Name: **Jessica Twining**	Supervisor's Classification: **Environmental Program Manager I (Supervisory)**	Position Telework Eligible: ☒YES ☐NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☐YES ☒NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the supervision of the Environmental Program Manager I (Supervisory) (EPM I) for the Hazardous Waste Management Program (HWMP) Regulatory Information & Resource Conservation & Recovery Act (RCRA) Implementation Branch within the Statewide Policy Division, the Office Technician (Typing) provides clerical support such as creating and maintaining files, scanning and organizing documents, tracking files and records, and responding to Public Record Act requests. The Office Technician (Typing) is responsible for the following duties including, but not limited to:

Essential Functions (Including percentage of time):	
35%	**FILE MANAGEMENT** Maintains large volumes of complex, confidential or non-confidential, and sensitive records by ensuring documents are filed appropriately in the HWMP and the Regulatory Review Unit (RRU) physical file room in DTSC's Headquarters and in the HWMP and RRU electronic libraries. Regularly types and enters information into electronic tracking systems and file inventories according to established filing conventions. Coordinates with RRU to prepare official regulatory packages, physically and electronically submitted to the Office of Administrative Law, according to established records retention policies and archiving conventions. Preparation of these materials requires regular typing duties, including copying/pasting, formatting, and compiling information onto a single sheet. Ensures accuracy of official records by periodically auditing files and cross-referencing program and DTSC staff records. Processes file requests, researches and retrieves records and reference materials for DTSC staff and the public. Informs requestors of policies/procedures, denial, delays and any appropriate fees. Processes the checkout and return of documents, records, files, binders, etc. Maintains system to track person/location of files and return dates and follows up on overdue files to the RRU file room. Maintains inventory of all official electronic and physical records and unofficial reference materials used by the Statewide Policy Division using Microsoft Excel or other case management software, to track the location and status of each file (e.g., hard copy only, digitized, on loan to DTSC staff, destroyed per records retention schedule, etc.). Supports RRU in the maintenance and organization of official electronic and physical records and adheres to RRU's records maintenance policies, procedures, and best practices. Typing and keyboarding tasks are performed regularly as part of electronic record updates.
25%	**RECORDS RETENTION** Compiles records management reports for DTSC's Annual Records Management Report to the Department of General Services regarding type, volume, and disposition of records, and any other reports as requested. Types and formats records management summaries, inventories, and related documentation. Assists staff with maintaining records, in accordance with the Statewide Policy Division's current Records Retention Schedule, by identifying file categories to be destroyed or transferred to the State Records Center. Adheres to the Department of General Services' guidelines for submitting files to the State Records Center by completing necessary forms and signatures, including typed transmittal sheets and forms. Inventories records eligible for shipment pursuant to the approved Records Retention Schedule and submits to the DTSC Project Manager for approval. Transfers records internally or through DTSC's Contracts and Business Management (as necessary) according to established procedures to retrieve or return records to DTSC Regional Office, State Record Center, Archives, or Headquarters locations, as appropriate and in accordance with relevant Records Retention Schedules.
20%	**RECORDS REQUESTS** Assists staff with organizing records for Public Request Act (PRA) & litigation requests. Types oral and written responses in accordance with provision of the PRA, Public Records Act Requests Policy and Procedures, and legal advice provided by attorneys in DTSC's Office of Legar Counsel (OLC), and coordinates with Statewide Policy Division and OLC staff to write and submit responses to requestors via email or letter. Ensures departmental responses are sent to the requestor according to established timelines and via preferred method of the requestor. Prepares for file reviews by pulling/organizing files, reports, documents, etc. Schedules appointments and oversees file reviews in coordination with appropriate DTSC staff. Ensures security of records and original documents are not removed from the Statewide Policy Division file room or areas unless documented and approved. Regular typing is required for preparing correspondence, summaries, and response documents.
10%	**PROGRAM SUPPORT** Coordinates with Environmental Program Managers and Supervisors in the Statewide Policy Division to schedule and support internal and external meeting requests. Assists staff with ensuring all necessary materials are prepared for both in-person and virtual meetings, interviews,

	and public hearings, assembling background materials, distributing agendas and minutes, ensuring all materials and copies are available for participants, and updating relevant web pages in coordination with staff, as necessary. Types agendas, minutes, correspondence, and support documents for meetings and hearings. Assists in compiling, copying and assembling materials in support of non-technical documents required for RCRA authorization packages, rulemaking packages, legislative bill analyses, and any other programmatic documents. Assists Office of Legislative Affairs staff with preparing and distributing the annual Health and Safety Code excerpt within Statewide Policy Division. Assists the Regulatory Assistance Office with official correspondence via mail, and as necessary, assists with email and voicemail logging from public facing toll-free number in the Regulatory Assistance Office inquiry log, or its successor system, in accordance with standard operating procedures. Types and formats documents for web posting using Adobe Acrobat software to ensure compliance with ADA/AB 434 requirements. Prepares documents for web posting using Adobe Acrobat software to ensure compliance with American Disabilities Act/Assembly Bill 434 requirements. Communicates with internal and external Program stakeholders to maintain Statewide Policy Division's e-lists (Trumpia or its successor system) and physical mailing lists and supports staff. Interacts with Administrative and Information Technology staff to keep office equipment in proper working order. Organizes and distributes mail received by HWMP, including the coordination with other programs for re-routing of mail, and the distribution of updates to the physical copies of the title 22 and other physical reference materials staff maintain. Assists staff with coordinating translation/interpretation services and development of travel packages, including the completion and organization of all required forms and substantiating documents, routing for compilation and approvals, making travel arrangements, including hotel accommodations, flights, rental cars, and any other arrangements. Types and prepares Travel Expense Claims and itineraries as requested by the Environmental Program Manager.
5%	**ADMINISTRATIVE TASKS** Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures, submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits accurate timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**OTHER DUTIES** Performs additional duties that are necessary to support and sustain the functions of the Statewide Policy Division within HWMP. This may include, but is not limited to, special projects, cross-training in other units, and peer mentoring. Communicates effectively and displays good judgment when dealing with public contacts, answering general inquiries, and routing telephone calls with more complex inquiries to the appropriate staff.
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A hybrid telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest	

of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Other (Explain below)

Explanation:

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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	☐**YES** ☐**NO**

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: Click or tap here to enter text. Date Approved: Click or tap to enter a date.
Revision Date (if applicable): Click or tap to enter a date.