DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001374**	Classification/CBID: **Office Technician (General)/R04**	Position Number: **810-851-1138-004**
Incumbent Name:	Working Title: **Vehicle Coordinator**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Office of Administrative Services / Regional Admin**	Branch/Section/Unit: **Regional Administrative Services**	Reporting Location: **Sacramento Regional Office / Cal Center**
Supervisor's Name:	Supervisor's Classification: **Supervisor I**	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 general supervision of Supervisor I, and Regional Administrative Manager II, the Office Technician (General) serves as the Sacramento/Cal Center Regional Office Vehicle Coordinator, provides administrative support and is responsible for the following duties including, but not limited to:

Essential Functions (Including percentage of time):

35%	**<u>Vehicle Maintenance</u>** Plans, implements, and schedules preventive maintenance program with approved vendors for the safety and integrity of the vehicles and to maximize fuel efficiency. Schedules and transports

	vehicles for service, coordinating with the Department of General Services (DGS) Office of Fleet and Asset Management (OFAM), State Vehicle Inspector, and DGS-authorized commercial vendors for repair and washing as needed. Follows through on repairs for any vehicle problems reported by staff. Verifies vehicle repair invoices and submits them to the Regional Administrative Manager for approval and submission to the accounting office. Maintains electronic logs for all vehicles. Collect and review the Monthly Travel Logs (STD. 273) from each vehicle for completeness; enter data into the DGS OFAM database. Prepares and inputs data into the DTSC State Vehicle Monthly Mileage Summary report. Submits the report to the DTSC Statewide Vehicle Administrator by the required due dates. Assists in assessing vehicle inventory needs for the Sacramento Regional Office. Coordinates with supervisor to develop the justification request for additional or replacement vehicles, including the preparation of Vehicle Acquisition Request (OFA 160). Coordinates with the Procurement Analyst to purchase vehicles supplies, components, or accessories that contain recycled or environmentally friendly materials consistent with state contract and procurement requirements. Prepares the property survey reports for DTSC owned vehicles, obtains approvals and coordinates disposal. Assists staff in completing and submitting Accident Reports as required by the State Administrative Manual. Responds to and schedules staff requests to reserve vehicles utilizing the Outlook Vehicle Reservation System. Sends confirmation notices to staff and assists with identifying and offering alternatives when there is a scheduling conflict, or the vehicle is unavailable. Checks in and checks-out vehicles to staff, issues and collects vehicle packets, which includes keys, credit card, State vehicle documentation and completed mileage log. Ensures all state regulations and policies are followed by informing staff and updating each vehicle's binder. Processes and confirms approval of all mandatory State Vehicle Reservation and Overnight Request forms. Frequently completes visual inspections for cleanliness, damage, and mileage checks. Maintains security of the vehicle packets and duplicate keys, maintaining them in a secure, locked location when not in use. Updates the Vehicle Reservation Monitor Tracking Log for records retention. Reviews the fuel card statement for leased vehicles to ensure charges are accurate and researches and reports discrepancies to the Accounting Office, Regional Administrative Manager and DTSC Statewide Vehicle Administrator. Responsible for the acquisition and request for replacement cards through DGS OFAM. Assists and instructs staff regarding the appropriate use of the fleet fuel card.
20%	**Reprographic Support** Provides photocopying services for regional programs utilizing either a large copier or color copier. Prepares mass mail requests and operates a multi-functional mail machine that folds, stuffs, and seals envelopes. Organizes and coordinates large mailouts for DTSC Regional Programs. Assists in mass producing of labels, letters, and announcements. Assists in other administrative clerical requests when necessary, using word processing software. Provides routine maintenance on all printers, copiers, and fax machines.
15%	**Supply Coordinator** Serves as supply coordinator and merchandise receiver. Maintains supply room inventory for all general office supplies for the Sacramento Regional Office and DTSC Headquarters and fulfills supply requests ensuring supplies requested are on the approved general office supply list. Maintains records on all incoming and outgoing supplies and conducts bi-annual inventory inspections. Signs for received supply orders and reconciles the receipt of merchandise and supplies with the invoices and packing slip upon receipt of shipments. Submits paperwork to Procurement Analyst and notifies of any discrepancies and works with vendors to correct errors if necessary.
10%	**Special Projects** Performs other related administrative services duties as assigned, including, but not limited to, the following: provides backup coverage for the reception desk; answers, screens and transfers incoming telephone calls to Sacramento Regional Office staff; greets visitors and provides visitors pass; reserves and confirms conference rooms; opens, date stamps, and sorts incoming mail; distributes and collects incoming/outgoing mail; prepares shipping/mailing labels; receives

	and signs for express packages and certified mail; and distributes checks; assists as needed with facilities management.
10%	**Video Conference and Audio-Visual Coordinator** Monitors the meeting room reservation systems for video conference, meeting room and audio-visual needs. Maintains equipment tracking logs for all audio-visual equipment. Assembles audio visual equipment and seating arrangements as per staff needs. Secures all audio-visual equipment when not in use in locked cabinets. Notifies DTSC's Business Services and/or Office of Environmental Information Management (OEIM) to report problems with damaged or malfunctioning equipment. Maintains audio visual equipment inventory and makes recommendations for updating outdated equipment as necessary.
5%	**Administrative Duties** Performs administrative duties including, but not limited to adheres to DTSC 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 time sheets by the due date.

Marginal Functions (Including percentage of time):

5%	**Other Related Duties** Performs other related administrative services duties as assigned, including, but not limited to, the following: provides backup coverage for the reception desk; answers, screens and transfers incoming telephone calls to Sacramento Regional Office staff; greets visitors and provides visitors pass; reserves and confirms conference rooms; opens, date stamps, and sorts incoming mail; distributes and collects incoming/outgoing mail; prepares shipping/mailing labels; receives and signs for express packages and certified mail; provides photocopying services; prepares mass mailings; operates folder/stuffer/sealer mailing machine and mail meter; and distribute checks; assists as needed with facilities management including hoteling and hot desk operations.

Typical Physical Conditions/Demands:

The incumbent must have the ability to lift 25 pounds. The incumbent must have the ability to operate a hand crank. The incumbent may stand and/or sit for prolonged periods and frequently bends and crouches. The incumbent will be working with office equipment such as personal computers, peripherals, folder/stuffer/sealer mailing machines, mail meter, and multifunction copiers.

Typical Working Conditions:

The incumbent works up to 40 hours pers week, Monday through Friday, in an office setting with artificial and natural light. Occasional travel may be required in a single day increment to Downtown Sacramento (HQ) office. The incumbent must possess a valid California driver's license and the ability to operate vehicles for maintenance repairs and local travel (Sacramento area).

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: ke Date Approved: 10/20/2026

Revision Date (if applicable): Click or tap to enter a date.