State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Office Technician (Typing)	Office Technician (ACU)

PROGRAM NAME	UNIT NAME
Division of Occupational Safety and Health	Research and Standards (Health) Support Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 490-1139-310

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R04	2	No	No	No

General Statement

Under the general direction of Supervisor I, and with instruction and guidance from the Senior Safety Engineer (SSE) and Analyst II, the Office Technician (Typing) will perform a variety of the more difficult clerical functions for the Asbestos and Carcinogen Unit (ACU) with the Division of Occupational Safety and Health (Cal/OSHA) in Sacramento. The Office Technician (Typing) will be assigned tasks that fall within and support all four statewide ACU programs: trainer approval; asbestos consultant and site surveillance technician certification; contractor registration; and carcinogen user reporting. The incumbent will be expected to thoroughly understand and apply ACU policies and procedures (P&Ps).

Candidates must be able to perform the following essential functions with or without reasonable accommodation.

Percentage of Time Spent	Duties Essential Job Functions
45%	**Clerical Support** Logs receipt and reviews incoming packages from new and renewal contractors; new and renewal consultants and technicians; and new and renewal coursework and instructor approval documentation. Determines if the package submitted contains the correct fee payments and associated supporting documentation. This may include electronic and hard copies, as well as physical checks and/or electronic payments. Independently resolves deficiencies with appropriate individuals responsible for contractor, consultant, trainer and technician fees. Confirms receipt of contractor submittals and reports findings to the Associate Safety Engineer (ASE). Creates files and database records for initial registration applications. Gathers and confirms receipt of all supporting documentation associated with the contractor, consultant, trainer or technician in the appropriate databases each day. Creates hard copy files, if needed, and electronic packages of all associated files the ASE will need to review and/or approve the package as specified in the ACU P&Ps. Update the appropriate database and electronic file-sharing tools necessary to track all work flowing through the ACU. Tracks ASE designated deficiencies and requests for additional information. Tracks,

	forwards, and files all consultants, contractors, technician and trainer responses as outlined in the ACU P&Ps. Enters all financial transactions into the appropriate deposit database as outlined in the ACU P&Ps. Ensure the accuracy of funds provided and the transmission of fees between the ACU and the Department of Industrial Relations (DIR). Evaluates the combined data to confirm the validity of Asbestos Hazard Emergency Response Act (AHERA) training certificates. Approves records for addition to the ACU roster of AHERA trainees, as necessary. Prepares a narrative description that summarizes all discrepancies resulting from the quality of the submission. Determines appropriate follow-up actions for management, and provides this report to the appropriate levels within the ACU as defined in the ACU P&Ps.
25%	**Certification Exams and Production Support:** Tracks upcoming certification expirations by utilizing the appropriate database. Prepares timely and accurate electronic notifications to certificate holders and technicians with upcoming expirations each week. Collects and prepares exam results as standardized in the ACU P&Ps. Prepares and mails exam results to initial applicants monthly. Prepares certification exam materials, sets up in-person exams as needed, and may be asked to proctor in-person exams. Produces and mails identification cards for successful exam participants and all others certified and/or approved through the ACU.
10%	**Trainer Support:** Inputs, uploads and updates data and information on training provider pre-course notifications, student rosters and fees into the appropriate database. Reviews submissions to ensure correct fees are paid and student rosters are accurate and complete. As required. Reports discrepancies to the Analyst I (A I). Organizes training provider files as specified in the ACU P&Ps.
10%	**General Duties:** Opens and sorts incoming mail and distributes within the ACU. Evaluates mail content and determines the appropriate staff recipient when mail is not addressed to a particular ACU program or staff member. Notifies the Associate Safety Engineer (ASE) about the nature of mail received. Prepare outgoing mail and packages. Answers all telephonic and digital information requests from the public and other sources. Screens and forwards requests from the main ACU email accounts. Independently answers questions from calls and emails, such as inquiries about the appropriate Cal/OSHA office, navigating the ACU website, and whether the ACU received a

	particular application.
5%	**Carcinogens:** Determines if carcinogen reports of use are deficient, inputs them into the ACU database, and resolves routine deficiencies with carcinogen reports by communicating with employers to ensure they meet all legal requirements
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other related duties as required to fulfill DIR and Cal/OSHA mission, goals, and objectives, such as filling in for the other ACU Office Technicians when they are absent.

Conduct, Attendance, and Performance Expectations

The incumbent shall possess the general qualifications of the position and be able to perform their duties with integrity, honesty, dependability, confidentiality, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures. The incumbent is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent regularly requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures.

Supervision Received

The Office Technician (Typing) reports directly to and receives assignments from the Supervisor I or their designee. Instructions and assignments may also come from the ACU Analyst I and Analyst II.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The work will primarily occur indoors in an office environment (cubicles or small offices) in a multi-floor building. The work will involve typical office tools such as computers, telephones, printers, scanners, staplers, and filing apparatus. The work will involve exposure to typical office noise, extensive time spent in a stationary position, and with repetitive movement involving personal computers and telephones. The work will involve frequent professional interaction with coworkers.

The work will sometimes involve travel throughout the State (such as for training), as required.

Special Requirements/Other Information

This position requires the incumbent to perform sustained typing of at least 40 words per minute.
Typing Certificate – 40 WPM typing certificate issued within the last four (4) years and certified from a five (5) minute typing test.

Physical Abilities

Ability to use office equipment such as computers, printers, and telephones for extended periods of time as required to perform the essential functions of the position. This may also include the ability to organize and transport files up to 25 lbs. for an extended period.

Additional Requirements/Expectations

May be required to occasionally travel for work or training.
May occasionally be required to work overtime as necessary.

Personal Contacts

On a daily/weekly basis, the incumbent may interact with staff members from Cal/OSHA Headquarters, Department of Industrial Relations Accounting, Cal/OSHA Personnel, and Cal/OSHA Enforcement staff as well as staff from other government agencies and members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If I am unsure of the need for a reasonable accommodation, I will inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date
HO	11/16/2026