DUTY STATEMENT

Employee Name:	Position Number: 580-120-1139-713
Classification: Office Technician (Typing)	Tenure/Time Base: Permanent / Full Time
Working Title: Office Support Technician	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/ Admin, Labor Relations, Position Control Section/Position Control & Data Analysis Unit/Office Administration Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, 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 skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing administrative support to the Human Resources Division (HRD).

The Office Technician (Typing) (OT(T)) performs a variety of difficult clerical work including, but not limited to, reception, mail, filing, and sensitive or complex correspondence, while ensuring timeliness, accuracy, and correct formatting in accordance with CDPH guidelines. The OT (T) will also serve as the HRD Attendance Coordinator (AC) and prepare and process purchase and service orders.

The incumbent works under the general direction of the Office Services Supervisor II (OSS II) of the Office Administration Unit (OAU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: A valid typing certificate is required.
- ☐ Other:

Essential Functions (including percentage of time)

25% Researches and prepares purchase or services orders for the Division. Processes all incoming invoices for payment; tracks invoices for payment through the Online Invoice Submission Portal and follows up on questions or research regarding invoices. Monitors and assures appropriate supplies are on hand for the Division. Assists with submittal of Division contracts through Contacts and Purchasing System (CAPS). Monitors and tracks contract funds through payment of invoices through the Fiscal Online Reporting Environment (FORE) and follows up on questions or research regarding invoices.

20% Provides support to the HRD with sensitive or complex correspondence ensuring timeliness, accuracy, and correct formatting in accordance with CDPH guidelines; researches various confidential and sensitive issues; calendars appointments; and assists in notetaking for meetings, as requested.

20% Assists various Units within HRD on any special projects, including tracking, monitoring, and logging items related to their Branch/Section/Unit needs.

15% Serves as HRD's AC (approximately 150 staff). Receives open enrollment documents via email, logs submissions, and routes to the appropriate staff member. Distributes Merit Salary Adjustment (MSA) and Range Change documents from the HRD to appropriate supervisors/managers. Instructs employees on how to use the TEMPO Timekeeping System. Accepts and reports/submits Catastrophic Leave Donation forms and submits to the HRD. Coordinates the submission of final attendance forms (STD 634) and Exit Clearance form with the employee and the employee's supervisor/manager. Distributes Annual Leave Activity Balance (LAB) Reports to staff and their supervisors. Refers all technical/complex questions and issues (e.g., contract interpretation) to the HRD.

On a monthly basis, verifies all STD 634s are submitted via TEMPO. Reports intermittent hours (e.g., Student Assistants, Retired Annuitants, and Seasonal Clerks) to the HRD via STD 634. Reports dock and Absent Without Leave (AWOL) to the HRD at monthly cutoff and reports late dock thereafter. Reports additions and separations of employees in reporting Unit.

10% Plans for badge access, IT services, telephone services, and any necessary equipment for HRD employees. Ensures cubicle readiness for HRD staff. Provides new hires with paperwork

for completion.

5% Coordinate repairs on office equipment, schedule conference room and reservations and setup, payroll warrant distribution, and submit various CDPH Drills. Processes paperwork for payment for training classes; and maintains HRD records.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required including, but not limited to, providing backup to support staff as needed.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: Nathalia Klyn
Date: 03/14/2024