State of California
DUTY STATEMENT
CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005839	Classification Title: Student Assistant	Position Number: 835-355-4870-922
Incumbent Name: Vacant	Working Title: Student Assistant	Effective Date: TBD
Tenure: TAU	Time Base: Intermittent	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/IT	Section/Unit: Infrastructure Section/Client Services/Client Operations Unit	Reporting Location: Sacramento
Supervisor's Name: Stephanie Duron	Supervisor's Classification: Information Technology Supervisor II	CBID: E
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☐YES ☒NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

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.

Position Description:
This position, under close supervision of the IT Supervisor II, and in a learning capacity supports CalRecycle IT Budgets and Procurement unit in the budgeting and purchasing of IT goods and services to ensure delivery of technology solutions to our stakeholders and employees that are secure, reliable, and right-sized. The Student Assistant will perform a wide variety of support related to IT purchasing, budgeting, and invoicing. As such, the incumbent typically performs a variety of recurring, well-defined tasks requiring occasional, innovative problem solving within guidelines and a scope that may encompass one or more units, functions, or processes. Duties of this position primarily fall under the Business Technology Management and Client Services domains.

Incumbent: Vacant
Classification: Student Assistant
Position Number: 835-355-4870-922

Essential Functions (including percentage of time):

45% Assist with purchasing of IT goods and services in accordance with the IT Delegated Purchasing Authority and State Contracting Manual. Assist in collaboration with department management teams to determine IT procurement and contracting needs, the appropriate purchasing methods, and soliciting bids/offers when applicable. Assist with implementing IT acquisition policies, procedures, guidelines, and standards to ensure compliance with State and departmental rules and regulations. Utilize and maintain an understanding of the State purchasing system, FI$Cal. Collaborate with program staff, liaisons, and others to ensure timely processing of purchase orders, documents, and invoices. Continually evaluate and recommend process improvements.

40% Assist with the creation, administering, and maintaining the department's yearly IT budget and report on the availability of funds. Assist in the collaboration with department management teams to create the upcoming projected IT budget. Assist in the collaboration with budgets personnel and liaisons to provide funding recommendations to departments for procurement requests. Assist in monitoring approved allocated funding to determine if Transfer Budget Allotment (TBA), Request for Approval (RFA) are necessary. Collaborates with budget team to create and process necessary documentation. Monitors and tracks all IT-related invoices. Collaborates with IT and Accounts Payable teams to facilitate the payments to vendors in a timely manner.

10% Participate on teams in support of client services activities including but not limited to help center support, inventory management, asset tracking, telecommunications, and personnel administration. Participates on information technology customer service projects including, but not limited to system software and hardware upgrades, component or peripheral upgrades/replacements and large-scale relocations.

Marginal Functions (Including a percentage of the time):

5% Perform other duties as assigned in support of the Client Services & Operations team and IT Services.

Typical Physical Conditions/Demands:
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. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Incumbent: Vacant
Classification: Student Assistant
Position Number: 835-355-4870-922

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:

Incumbent: Vacant
Classification: Student Assistant
Position Number: 835-355-4870-922

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 with 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.)*

Employee Name	Employee Signature	Date