

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/2015)

Classification Title Office Technician (Typing)	Board/Bureau/Division Contractor's State License Board, Administration
Working Title	Office/Unit/Section/Geographic Location Division of Administration, Sacramento
Position Number 622-110-1139-907	Name and Effective Date

GENERAL STATEMENT:

Under the general direction of the Personnel, Staff Services Manager I, the Office Technician (Typing) provides clerical support to the Personnel Unit. The incumbent will work at the advanced journey level which regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Duties include but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

40% (E) Provide clerical assistance to the Personnel Unit. Draft, edit, and proofread cover memos and letters to employees for analyst signatures. Draft formal correspondences to employment applications for direction by the personnel manager. Type Criminal Offender Record Information (CORI) notification memos for designated Contractor State License Board (CSLB) staff, and update and maintain CORI database. Coordinate staff meetings, by reserving and setting up the meeting space. Draft and disseminate meeting agendas, handouts and meeting minutes. Type detailed reports and log statistical information into database as assigned by the personnel manager **(20%)**.

Format, type, edit materials for hardcopy or electronic format for finalization to ensure documents are free from typos utilizing personal computer, reference materials directory, following oral and/or written instruction from Administration Division Management **(20%)**.

30% (E) Pick up pay warrants from the cashiers unit. Process and log payroll warrants. Draft and send email notices to warrant designees that warrants are ready for pick up. Pick up and process mail from the mailroom and distribute to the appropriate analysts. Enter employment application information into the database; such as, name, social security number, easy identifier, phone number, test score, date the applications was received and additional comments as needed. Review and redact personal information from employment applications once they have been logged into the personnel database. Create new employee files as needed and maintain existing personnel files, purge old employee files in accordance with the retention schedule. Maintain personnel hiring and separation documents. Act as the initial point of contact for CSLB employees who visit the personnel office. Maintain the personnel sign in/out log. Assist

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CSLB employee's with inquiries relating to personnel and/or directing them to the appropriate persons.

- 15% (E)** Act as the attendance coordinator. Draft and send email reminders to CSLB attendance coordinators. Collect and distribute the office staff timesheets. Update and maintain office staff leave balances. Reconcile any time keeping discrepancies with the Department of Consumer Affairs (DCA) staff. Photocopy and disseminate Leave Accounting Balance (LAB) reports to CSLB attendance coordinators and assigned personnel analysts. Update and maintain the attendance coordinators list.
- 10% (E)** Complete various assignments including, filing and photocopying reports, training manuals and other related documents. Maintain office equipment including photocopy/fax machine, and contact machine vendors when necessary. Order supplies as needed.
- 5% (M)** Act as the backup for the Executive Support staff during their absence.

B. SUPERVISION RECEIVED

The Office Technician works under the general direction of the Staff Services Manager I, and will receive assignments from the Personnel Analysts.

C. SUPERVISION EXERCISED

None

D. ADMINISTRATIVE RESPONSIBILITY

None

E. PERSONAL CONTACTS

The incumbent will have daily contact with employees within the Administrative Division, as well as other CSLB staff. Contact may include DCA staff and vendors/contractors.

F. ACTIONS AND CONSEQUENCES

Failure to not follow all state and departmental policies, procedures, laws and regulations could result in a negative impact to CSLB. Incumbents work will be reviewed by Managers to avoid negative impact.

G. FUNCTIONAL REQUIREMENTS

The Office Technician will work no less than four (4) and no more than six (6) hours per day, Monday thru Friday. The work location is in an office setting with artificial light and temperature control. Incumbent must be able to use a personal computer, telephone, copy machine, facsimile, and other standard office equipment. This position requires bending and stooping to retrieve files; walking, occasional light lifting. Must have the ability to evaluate situations and take appropriate professional action. Regular and consistent attendance is required as well as the ability to type 40 WPM.

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H. OTHER INFORMATION

As an employee of the Administration Division, this position requires confidentiality and discretion due to the sensitivity of the documents handled.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved: 8/2015 RH