

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#:

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EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 042-210-1139-004
UNIT NAME AND CITY LOCATED Workforce Development, Sacramento	CLASS TITLE Office Technician (Typing)
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 501 J Street
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under general supervision of the Staff Services Manager I (SSM I), California Correctional Health Care Services (CCHCS), Human Resources Division, Workforce Development Section, the incumbent independently provides secretarial and clerical support to the Workforce Development manager. The Office Technician (OT) performs a variety of both routine and complex clerical functions involving a high level of initiative, independence, and originality for assigned staff.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	ESSENTIAL FUNCTIONS
25%	Provides clerical support for the Workforce Development Section and its recruitment initiatives, that includes typing and proofreading memoranda, letters, and reports, including tables, charts, and graphs, from handwritten or originally typed documents and placing them in a final format consistent with the styles and procedures used by CCHCS; receives and screens correspondence, incoming telephone calls, and visitors and referring to the appropriate staff for response; maintains tracking logs or assignments, and provides follow-up to ensure deadlines are met. Assists answer questions on toll-free line and assists analysts advertise jobs on career site and runs standardized reports in Hodes iQ for management.
25%	Arranges meetings and conferences; prepares agenda, makes travel arrangements including transportation and lodging accommodations, prepares travel and expense reimbursement documents and electronic filings; may assist in gathering and screening data for various documents which requires knowledge of CCHCS objectives and policies and procedures of the Human Resources office.
20%	Maintains unit Contracts tracking logs and process all invoices for payment (i.e., Executive Search, TechnoMedia/Hodes iQ). Gather statistical information from analysts for management review. Participates in weekly conference calls with Workforce Development staff and TechnoMedia/Hodes iQ.
20%	Coordinates supply inventory for unit and orders supplies for Workforce Development; maintains budget documentation and files; coordinates submission of unit timesheets and distribution of paychecks and special check disbursements; acts as unit's training coordinator and prepares and processes training requests.
10%	Photocopies or arranges for mass printing of materials; distributes materials through various mail delivery systems and hand-delivery; and maintains filing systems (hard copy and electronic) for office projects and correspondence. Performs other related duties as required.

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<p>% of time performing duties</p>	<p>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i></p>	
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Modern office methods, supplies and equipment, including use of personal computers utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc; business English; and correspondence and report preparation principles and techniques.</p> <p><i>Ability to:</i> Perform difficult clerical work, including ability to spell correctly, use good English; make arithmetical computations; operate various office machines; follow oral and written instructions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; apply specific laws, rules and office policies and procedures; prepare correspondence utilizing a wide knowledge of vocabulary; grammar and spelling; communicate effectively; provide functional guidance.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Special Requirement:</i> Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p><i>Special Personal Characteristics:</i> A demonstrated interest in assuming increasing responsibility.</p> <p><i>Interpersonal Skills:</i> Work independently and in a team setting; ability to multi-task; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes for various activities are met, ensure absence or scheduling oversight do not contribute to unsatisfactory performance.</p> <p><i>Additional Desirable Qualifications:</i></p> <ul style="list-style-type: none"> • Ability to be punctual and to have a good attendance record • Ability to follow oral and written instructions • Ability to communicate tactfully and effectively with all levels of staff and the public • Ability to meet deadlines and to take initiative • Work independently and in a team environment <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>	<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>	