

Duty Statement

Classification: Office Technician (Typing)		
Working Title: Administrative Assistant		
Program: Enterprise Data and Information Management		
Division: Health Information Management		Branch: N/A
Section: N/A		Unit: N/A
Office Location: 1700 K Street, Sacramento, CA 95814		
COI Classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: R04 Position Number: 803-395-1139-701
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>		
<p>Job Summary: The Office Technician (Typing) is responsible for a variety of clerical and administrative duties to support the Health Information Management Division (HIMD). The incumbent performs a variety of tasks that require a high degree of initiative and independence; excellent communication skills; excellent typing, word processing, and automated spreadsheet skills; and a thorough knowledge of Department of Health Care Services (DHCS) office procedures. Activities include preparing, editing, and finalizing letters, memos, reports, tables, and charts according to department formatting standards and using appropriate grammar and punctuation. The OT (T) prepares materials for meetings, mailings, deliverables, etc. The incumbent makes travel arrangements, prepares, reviews and edits travel expense claims and training form requests for HIMD staff, arranges conference or training rooms for meetings, and schedules meetings/teleconferences with internal as well as external attendees.</p> <p>The incumbent is the HIMD Attendance Coordinator and assists with completion of personnel forms as needed. The incumbent orders/maintains supplies using FI\$Cal. The OT (T) distributes incoming/outgoing mail to proper staff/program and maintains HIMD mailing lists. The incumbent must have the ability to work diplomatically with staff at all levels in a fast-paced work environment. Support data literacy within the Enterprise Data and Information Management (EDIM) and throughout DHCS by participating in data literacy training and other activities as assigned. The Department will make reasonable accommodations to meet these requirements.</p>		
<p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		

Description of Duties:	
% of Time	Essential Functions
25%	Prepare, edit, format, and finalize letters, memos, reports, tables, meeting minutes, and charts in compliance with established policies, procedures, and departmental and office guidelines, using Microsoft Office Suite and other appropriate software. Review outgoing correspondence and reports prepared by other staff members for consistency with policy as well as for format, grammatical construction, and clerical errors. Prepare materials for meetings, binders, mailings, deliverables, etc. Keep current with office software: Microsoft Word, Excel, PowerPoint, Outlook and Teams. Track and log all correspondence, such as Controlled Correspondence, to ensure they are completed on time and in accordance with departmental policy. Review all correspondence addressed to the Division Chief or the program in general to determine whether the Chief's personal attention is required or whether a reply can be prepared based on the incumbent's personal knowledge or make a referral for reply where appropriate and follow up to ensure that deadlines are met; monitor for completion; escalate any issues that may occur.
25%	Type the more sensitive, complex correspondence, both confidential and non-confidential, involving the knowledge and use of technical and legislative terminology and format, for signature by the Division Chief, Deputy Director, Chief Deputy Director, Director, or Agency Secretary. Prepare, edit, and finalize letters, memos, reports, tables, meeting minutes, and charts according to department formatting standards, using appropriate grammar and punctuation. Photocopy, collate, and prepare materials for binders, mailings, deliverables, etc.
20%	Organize the Division Chief's time schedule, including arranges meetings and schedule appointments, make necessary travel arrangements and reservations; and gather materials pertaining to the subject of the meeting. Prepare travel expense claims and other documentation of appointments as required. Determine priority of the Chief's appointments, arrange appointments, and ensure appointments are kept in a timely manner. Arrange conference or training rooms for meetings.
15%	Serve as attendance coordinator for HIMD. Enter staff information into the Human Resources Information System (HRIS), resolve leave balance and other time-keeping related issues. Inform staff of upcoming anniversary dates, attendance deadlines, and other confidential matters. Prepare appropriate documentation for processing to the department's Human Resources Branch, including the coordination of confidential issues such as health benefits, employee salaries, attendance and appointment dates. Act as a resource for employees regarding attendance and related issues. Provide administrative support in the HIMD recruitment and onboarding process for new employees.
10%	Using FI\$Cal, order and maintain office supplies in accordance with state policies. Maintain office equipment to ensure equipment remains in working condition and stocked with necessary components. Retrieve, sort, and distribute incoming and outgoing mail.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required. Back up to Deputy Director administrative support staff.

Supervision Received: Under Supervision by the (enter supervisor classification):
CEA A.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:
 The OT (T) must have the ability to exercise initiative and good judgment to carry out assigned tasks. The OT (T) must have excellent computer, proofreading, and communication skills, good grammar, and an eye for detail. The OT (T) must have the ability to work diplomatically with staff at all levels in a fast-paced work environment and adapt to changing priorities.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: 20lbs
 Travel May be Required: Occasional Over Night

Acknowledgements:
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____ by _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: 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 a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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