

**DUTY STATEMENT**

Employee Name: VACANT	Position Number: 580-630-9928-017
Classification: Program Technician II	Tenure/Time Base: Permanent / Full-Time
Working Title: Administrative Support Technician	Work Location: 1500 Capitol Ave, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): YES
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Certification Section / Certification Support 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by reviewing and processing certification applications, as well as providing information and assistance regarding the certification of individuals performing X-ray imaging in accordance with California Code of Regulations, Title 17 and the Health and Safety Code. The Program Technician (PT) II responds to the more difficult program specialist work such as questions from the public and the PT staff. The PT II is required to work independently, possess good communication skills, and use initiative in solving problems.

The incumbent works under the general supervision of the Supervising Program Technician (SPT) II of the Certification Support Unit (CSU).

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Reviews and processes temporary, complex, and sensitive applications for the medical professional certification program. Provides information to physicians, technologists, technicians, and other persons regarding the certification requirements for the use and/or supervision of X-ray machine operations.
- 30% Processes applicants' examination results. Reviews and takes effective action on sensitive telephone, written, and Internet requests from the public and the Department. Conducts multiple follow-up calls and responds to written correspondence from applicants.
- 20% Responds to inquiries from certificate/permit holders. These inquiries may include, but are not limited to, specific applications needed, application statuses, legal requirements to acquire a certificate/permit, the Radiologic Health Branch's (RHB) administrative policies and procedures, and examination results.
- 10% Performs research through the Health Application Licensing (HAL) database to determine whether a certificate/permit holder has been previously certified and enters pertinent data from the certificate/permit application into numerous screens in HAL, following specific selection criteria using license and business type tables, HAL, and RHB administrative policies and procedures.

### Marginal Functions (including percentage of time)

- 5% Acts as a lead for the CSU in the SPT II's absence, and trains new and existing staff on policies and procedures. Performs other work-related duties as required.

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: 06/24/2024