

**DUTY STATEMENT**

Employee Name: VACANT	Position Number: 580-630-1138-909
Classification: Office Technician (General)	Tenure/Time Base: Permanent / Full-Time
Working Title: Mail Services Technician	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Financial Operations and Analysis Section / Program Operations 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 providing the most difficult and complex administrative and clerical support; coordinating mail services; handling copier services; maintaining the record retention schedule; distributing constituent queries; and reporting maintenance issues for the Radiologic Health Branch (RHB).

The Office Technician (General) [OT (G)] works under the general supervision of the Staff Services Manager (SSM) I in the Program Operations Unit.

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**Special Requirements**

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

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**Essential Functions (including percentage of time)**

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- 40% The primary responsibility of the OT (G) is RHB's daily mail pick-up and distribution. Responsibilities include date stamping, opening, identifying, and distributing large volumes of mail twice a day to the appropriate units within the Branch; separating and bundling RHB outgoing mail and delivering it to the mail pick-up area; and preparing appropriate forms for certified mail, along with GLS and FedEx packages and delivering them to the mail pick-up area. Responsible for daily pick-up and delivery of inter-agency office mail for other CDPH programs, including Accounting, Program Support Branch, Human Resources Division, Information Technology Services Division, and Budgets. Delivers purchased items to the appropriate staff. Collects pay warrants from Accounting. Acts as the point of contact for all mail services. Independently handles all mailing needs for RHB. Acts as the team leader for the mailroom distribution process and may be required to participate in team discussions and data gathering regarding RHB's incoming and outgoing mail processes, with the intent to improve mail services within the Branch.
- 35% Provides clerical support to maintain the Branch's record retention schedule, coordinating with Unit Chiefs to ensure retention schedule is adhered to. Duties include xeroxing, faxing, light typing, and submitting FedEx and GLS invoices for payment through the Invoice Processing Portal. The role also involves receiving constituent queries and distributing them to the appropriate Section within the Branch for response. The OT (G) files Continuing Education Credits and addresses changes, purging them according to the Branch's retention schedule; maintains and updates the Branch seating chart; and handles all copier services, including meter readings, clearing copier jams, changing toner, and reporting service/repair problems.
- 15% Performs accounting receipt reconciliation using documents provided by CDPH's Accounting and updates RHB revenue log. Coordinates the pick-up of the battery recycling bin with PSB. Reports maintenance issues via the East End Complex Maintenance Mailbox. Reserves the conference phone lines for RHB staff. Maintains the supply room.

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**Marginal Functions (including percentage of time)**

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- 10% 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: 08/16/2024