

DUTY STATEMENT - ADMINISTRATION

DGS OHR 907A (Rev. 08/2021)

 Current Proposed

RPA NUMBER 21099	DGS OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Junipero Serra Management Unit	REPORTING LOCATION 320 W 4th Street, Los Angeles, CA 90013	
SCHEDULE (DAYS / HOURS) Monday - Friday; 8:00am - 5:00pm	POSITION NUMBER 308-560-1139-002	CBID R04
CLASS TITLE Office Technician (Typing)	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Office Building Manager III (OBM III), the Office Technician (Typing) independently performs as the clerical support staff for the Junipero Serra Management Unit in accordance with the Department of General Services (DGS) internal policies and procedures.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

Office Technician (Typing)

Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	<p>Attendance Clerk</p> <p>Serves as the Attendance Clerk for FMD/LA Metro, in coordination with the Office of Human Resources (OHR) by assisting staff with the completion and submission of timesheets, Statement of Economic Interests (Form 700), benefit enrollment and changes pertaining to appointments, separations, transfers and retirements, entering personnel related information into the Activity Based Management System, resolving timesheet issues, and distributing pay warrants, utilizing in the Project Accounting & Leave system, the DGS Attendance Clerk Manual, applicable Bargaining Unit Agreements, and in accordance with California Department of Human Resources and State Personnel Board rules and regulations, in order to report accurate time accounting and submit correct benefit packages to OHR, to ensure accurate and timely submittal of payroll and benefit information is conveyed to the Personnel Specialist in OHR in compliance with state requirements.</p>
25%	<p>Clerical Support</p> <p>Independently provides a variety of the most difficult clerical support duties for FMD/LA Metro by</p>

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PERCENTAGE	DESCRIPTION
	scheduling meetings, preparing meeting agendas and notes, typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence, distributing confidential documents, and maintaining database spreadsheets in order to provide timely and accurate customer service, to ensure office needs are met, in compliance with established policies, procedures, and departmental and office guidelines, utilizing Microsoft Office Suite and other appropriate software.
20%	<p>Reception</p> <p>Serves as the receptionist for FMD/LA Metro/Junipero Serra, by greeting and providing customer service to staff, clients, interviewees and the general public, answering incoming telephone calls, directing requests to the correct point of contact, maintaining office files, coordinating and scheduling interviews, meetings and independently generating correspondence, utilizing knowledge and application of applicable regulations, policies and procedures, in order to provide excellent customer service, to ensure continuity of business operations.</p>
10%	<p>Invoicing</p> <p>Receives and reviews invoices by verifying services have been rendered and supplies have been received, and typing general correspondence regarding invoices and inquiries in order to identify and remediate discrepancies and ensure that payments are processed promptly and accurately and program needs are met, utilizing Microsoft Office Suite and the Financial Information Systems for California, in coordination with the Office of Fiscal Services, departmental procedures and guidelines, and all applicable state laws.</p>
5%	Independently processes and prioritizes incoming mail and documents for FMD/LA Metro by distributing and routing to appropriate staff, tracking and responding to mail inquiries, reviewing and sending all outgoing mail, and verifying complete addresses, postage, and appropriate delivery method such as, but not limited to, US Post Office, inter-agency mail, and overnight delivery services, utilizing Microsoft Outlook, inter-office mail, messenger services and personal delivery, in order to provide mail and document handling support to ensure timely delivery.
5%	Maintains, manages, assigns and collects card keys, parking space keys for staff and tenants, money from vending machines, employee Cal-Cards, postage stamps and photos for building access cards by utilizing Microsoft, spreadsheets and the appropriate data base in order to provide timely and accurate clerical support and ensure DGS policies and procedures are being followed.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Researches, develops and oversees the establishment of office procedures and provides functional guidance for less experienced employees utilizing the appropriate computer software and current processes in order to meet departmental goals and initiatives and ensure operational efficiency in accordance with FMD procedures and guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Ability to work in low-rise to high-rise office building environment.

Professional office environment.

Daily use of personal computer and a variety of office software applications at a workstation.

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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 productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
Kit Chan		

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
Errick Lee		