

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 23742	DGS OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Employee Resource	REPORTING LOCATION 885 Riverside Parkway, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 a.m. to 5:00 p.m. (Flex)	POSITION NUMBER 307-162-5278-xxx	CBID R01
CLASS TITLE Management Services Technician	WORKING TITLE Management Services Technician	
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 supervision of the Staff Services Manager I (SSM I), the Management Services Technician (MST) in the Employee Resource Office will be responsible for performing a wide variety of analytical program tasks related to Office of State Publishing (OSP) Administrative Services, such as gathering, producing, analyzing and restructuring data into various complex reports to develop recommendations, and completing complex technical tasks in Human Resources such as identifying, notifying and advising supervisors and managers of any discrepancies or issues with employee's pay, participating in special projects, and acting as a liaison between OSP employees and the DGS Office of Human Resources (OHR).

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Performs Employee Resource Office support functions by providing clerical support such as preparing in final format various letters, reports, forms, charts and other written materials for signatures and distribution using various computer programs, collating and filing manually employee documents alphabetically, creating, converting, and maintaining forms and documents according to accessibility requirements, updating and maintaining the Employee Resource Office Retention Schedule according to laws, rules, regulations, and policies and procedures, copying and scanning documents to create and manage electronic folders for various processes, creating and releasing job announcements, and identifying discrepancies relating to monthly and semi-monthly OSP employees by communicating to DGS OHR either by telephone or e-mail utilizing the office telephone or work computer and notifying of any changes or adjustments needing to take place in order to ensure all employees are receiving correct pay and benefits and to ensure there are no outstanding discrepancies that are being overlooked.
25%	Gathers, assesses and restructures complex data into comprehensive reports for monthly and semi-monthly employees of OSP by utilizing Project Accounting & Leave (PAL) and Activity Based Management System (ABMS) to ensure payroll is correct, dock is being reported accurately and overtime exception reports are being worked and sent to the Personnel Transactions Unit (PTU) in a

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	timely manner following all requirements for presentation to senior management in order to develop recommendations and training for supervisors for continuous improvement.
25%	Participates in special projects and assignments related to Human Resources as directed by the SSM I by researching, gathering, analyzing, and evaluating the day-to-day processes in the Employee Resource Office using DGS policies and procedures, in order to maintain consistent and accurate reports for budget data, overtime, payroll, and support of the monthly and semi-monthly OSP employees to ensure compliance with state mandates.
15%	Distributes annual performance appraisal and probationary report forms to supervisors for completion by providing forms to managers and sends copies of completed reports to OHR, provides personnel and benefit forms (e.g., Change of Address, Health, Dental, Vision, Flex-elect, retirement seminars, etc.) to new and current employees in person or by calling or e-mailing employees using work telephone or computer in order to ensure personnel are receiving the appropriate benefits they are entitled to.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Serves as the Form 700 Filing Liaison for OSP by acting as the liaison between the DGS Form 700 Programs and OSP and ensuring that filer records are kept up-to-date, sets up PAL profiles for new employees and train employees on the use of the PAL program by guiding employees on accurate entry of hours worked, utilizing appropriate alias and inform employees of interface dates in order to have employees enter time correctly and ensure they are paid the correct amount that is owed to them.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

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

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