

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date: January 2024
Classification: Office Technician (Typing)	Position #: 673-810-1139-XXX
Division/Office: Administrative/Human Resources/Classification and Certification Unit	CBID: R04
Section: Classification and Certification Unit	
Supervisor Name: Sonu Sharma	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification this position DIRECTLY supervises: N/A – Not a supervisory classification.

Total number of positions in Section/Branch/Office for which this position is responsible: N/A – Not a supervisory classification.

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A – Not currently a lead position.

MISSION OF SECTION: Under delegated authority, the Classification, Performance, and Medical Management Section is responsible for classification hiring, performance management, and Workers' Compensation/Return-to-Work functions for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA).

CONCEPT OF POSITION: Under the general direction of the Classification and Certification Unit (CCU) manager, the incumbent is responsible for supporting the CCU by performing a variety of detailed office work assignments associated with certification and hiring program responsibilities. The incumbent will utilize the California Department of Human Resources (CalHR) Exam and Cert Online System (ECOS) and various software including, but not limited to, Microsoft Outlook, Excel, SharePoint, and Word. Incumbents will exercise high independence and initiative when performing assigned work. The incumbent will review, interpret, and apply laws, regulations, rules, processes, and procedures in their daily work.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Assist the Human Resources Branch with preparing memos, policies, and procedures, creating checklists, creating forms, and preparing statistical reports for the unit managers and supervisors regarding workload and time trackers. Assist management with special requests such as compiling and entering data into template documents. Assist in developing materials/tools and PowerPoint presentations to train individuals/ groups appropriately in interpreting and applying policies, procedures, guidelines, laws and rules, and regulations relating to personnel matters. Sorts and distributes incoming mail set up meetings and tracks work assignments. Orders and maintains the office supplies. Check, sort, scan, and distribute CCU mail. Perform other job-related duties as required or assigned. Provides backup to the CCU by performing general office support duties, including photocopying, phone coverage, and other related duties as required.

DUTY STATEMENT

25% - E	<p><u>Application Package Review, Redaction, and Release</u></p> <p>Review candidate application packages submitted in response to Job Controls (JC) and redact information following applicable laws, rules, regulations, best practices, and procedures. Enter and track information associated with JCs in Requests for Personnel Action (RPA) and other logs.</p>
---------	---

15% - E	<p><u>Job Control</u></p> <p>Accurately create and publish JCs and order certification lists and contact letters using ECOS. Print and mail contact letters as necessary, maintain job control, and send letters to the candidates.</p>
10% - E	<p><u>Certification List Maintenance</u></p> <p>Code certification lists in ECOS on an ongoing basis while JCs are active. Code certification lists after the final filing date to verify eligibility. Track certification list expiration in JC log to and send a 90-day courtesy email notices to the Division Supervisor and Division Liaison.</p>
5% - M	<p><u>Miscellaneous</u></p> <p>Performs other related duties within the scope of the classification as assigned to support the Human Resources Team and in the support of CCU classification, certification, and hiring program responsibilities.</p>

DUTY STATEMENT