

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 1/12/2024
Classification: Office Technician (Typing)	Position #: 673-310-1139-XXX
Division/Office: Research Division	CBID: 04
Section: Administrative Section	
Supervisor Name: Sarah Szepesi	Supervisor Classification: SSMI

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Sarah Szepesi	Date: 1/10/2024

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 physical.
- 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 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

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Research Division provides the Board with the highest quality scientific information and technology possible for actions to protect the health of the people and the environment of California from the effects of air pollution. The Administrative Section provides administrative functions within the Division including analytical support for contracts, personnel, budgets and clerical support for the Division's activities.

CONCEPT OF POSITION: Under supervision of the Administrative Section Staff Services Manager I., the Office Technician (Typing) performs the most difficult and complex clerical duties to support Research Division staff. The incumbent will provide clerical support including, but not limited to, answering phones; serving as the liaison between Research Division and the Executive Office; editing, formatting, and processing assignments; assisting with public meetings; providing scheduling support to the Research Division Chief; and coordinating facility space requests.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION (Posted)</u>
25% - E	Provide clerical support such as answering phones, typing, filing, xeroxing, mail, etc. to Division management and staff. Receive and screen incoming calls and visitors, exercising good judgment in providing information in response to inquiries and questions from the public and/or CARB staff related to our Division programs. Proofread and format outgoing correspondence prepared by other staff members, for consistency and compliance with Board and Agency policy and administrative standards. Keep current with office software: Microsoft Word, Excel, PowerPoint, Access, and Outlook. Type, format, and revise reports, charts, and tables from drafts using complex chemical and scientific terminology.
20% - E	Track, review, edit, format, and process Division assignments; prioritize workload and alert management to production difficulties such as delays due to equipment malfunctions, reproduction problems, and system interruptions; keep track of important correspondence with due dates; and maintain log of Division assignments and Executive Office referrals. Follow-up on daily and weekly due dates with Division and Branch staff; identify tasks not being completed expeditiously and work with the Division Chief, Branch Chiefs, and/or Section Managers to ensure timely completion.

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15% - E	Provide assistance with the Research Screening Committee (RSC) activities, including typing, editing, and formatting of the RSC book, preparing the public meeting notices for Legal Office review and public distribution; writing memos and letters relative to the Committee's meetings; handling mail out and posting of materials for the meetings on the ARB website.
15% - E	Schedule meetings and maintain the Division Chief's, Assistant Division Chief's, and/or Branch Chiefs' appointment calendar. Make travel arrangements, prepare travel expense claims and training forms for Division managers and staff, as requested.
15% - E	Coordinate Division facility needs including small office moves, reporting building issues to Cal/EPA Centralized Facilities, initiating Office of Information Services requests through the Help Desk for computer and telephone services for new and existing staff, and working cooperatively with the Division's Information Technology (IT) coordinators, CARB's IT staff, and the Administrative Services Division's staff.
10% - M	Assist in personnel related functions such as scheduling interviews for hiring managers. Back-up to the Staff Services Analyst in processing and routing of invoices for contract reimbursements. Assist with the processing of purchase documents. May perform other duties as assigned within the scope of the classification.