

DUTY STATEMENT

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Employee Name: Vacant	Current Date: April 2024
Classification: Office Technician (Typing)	Position #: 673-400-1139-947
Division/Office: Transportation and Toxics	CBID: R04
Section: Administrative Analysis Unit	
Supervisor Name: Chris Schlagel	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 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): Periodically move and carry office materials weighing up to 30 pounds short distances.
- 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:

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 Administrative Analysis Unit provides administrative and clerical support to the Transportation and Toxics Division (TTD) and its 4 branches. TTD is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to cut the localized health risk from air toxics emitted by stationary sources.

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager (SSM) I, the Office Technician (OT) (Typing) serves the organizational, logistical, and administrative support for one of four branches supported by the Administrative Analysis Unit (AAU). The OT will also provide backup support for the Division Office and other branches as needed. Programs supported may include air toxics, diesel equipment, freight transport, incentives, climate change, and similar subject areas. Duties will include the following: daily engagement with program and other support staff on a wide variety of tasks; scheduling meetings and workshops; maintaining electronic calendars; making travel arrangements and preparing travel expense claims; formatting and proofreading drafts and final copies of letters, memos, and reports; and organizing, creating, and tracking a large volume of assignments. In addition, other duties will include organizing and maintaining paper and electronic files; screening and referring incoming calls from the public and other agencies; distributing mail and mailing out correspondence; ordering and maintaining supplies; scanning documents and making copies; monitoring copier and printer function; preparing other administrative forms and reports; and other duties as required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Provide clerical and administrative support to Freight Technology Advancement Branch and backup support to other AAU staff, including: Calendar coordination with internal and external stakeholders; Acquire needed room/meeting space, conference line, and other equipment/resources; Receive and escort visitors; Coordinate and order meeting refreshments and/or meals as requested; Process daily mail; Answer phones and ensure phone line coverage for any absences beyond regularly scheduled breaks; Maintain inventory of office supplies; Maintain equipment (order/replace toner, clear jams, call for maintenance, etc.); Receive and escort vendors; Coordinate travel and perform related tasks and activities (reserve flights, lodging, rentals cars; complete travel expense claims, etc.); Periodically lift, move, and carry officematerials weighing up to 30 pounds short distances

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30%-E	<p>Administer All Phases of Document Lifecycle:</p> <p>Prepare and type correspondence, briefing materials, presentations, memorandums, letters, reports, PowerPoint slides, Excel spreadsheets and tables, and any other internal or external documents required to support the Division.</p> <p>Format and proofread all correspondence and documents to ensure that they are consistent with established administrative policies and free of grammatical and typographical errors.</p> <p>Distribute completed projects via copy, scan, fax, email, mail, etc.</p> <p>Retain completed projects; Final internal distribution if needed; Project close-out, file, and archive.</p>
30%-E	<p>Facilitate Tracking and Flow of Assignments:</p> <p>Enter assignments into project tracking system, establishing timelines for review and completion while considering all necessary levels of review, including TTD management, other Divisions, Executive Office, etc. Track status of assignments and follow up with staff to ensure completion. Act as resource and support for staff members and management. Maintain professional, courteous relationships with all internal coworkers and external stakeholders.</p> <p>Act as coordinator of Public Records Act requests, by distributing new requests received from Legal, and coordinating our response. Assist with submission of responsive documents as needed.</p> <p>Act as Bankruptcy Coordinator for monthly bankruptcy proceedings. Distribute notifications and coordinate responses.</p> <p>Travel may be required for site visits, meetings with stakeholders, and conferences.</p>
10%-M	<p>Provide back-up support to Branches and Division office. Assist with special projects to support Branches and Division.</p>