

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 23134	DGS OFFICE or CLIENT AGENCY Cannabis Control Appeals Panel (Panel)	
UNIT NAME	REPORTING LOCATION 400 R Street, Ste. 320 Sacramento, CA 95811	
SCHEDULE (DAYS / HOURS) M-F, 8:00 a.m. to 5:00 p.m., Excluding Holidays	POSITION NUMBER 721-100-1139-001	CBID R04
CLASS TITLE Office Technician (Typing)	WORKING TITLE Office Technician (Typing)	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The Cannabis Control Appeals Panel provides fair, accessible, and timely quasi-judicial resolution of appeals from the Department of Cannabis Control's licensing decisions.

POSITION CONCEPT

Under general direction of the Executive Officer, the incumbent assists with a variety of clerical duties for the Panel, and interacts professionally and accurately with Panel's Legal staff, Government Officials, and Department staff, constituents, and the general public by utilizing the Microsoft Office Suite. You are a valued member of the Panel's team. You are expected to work cooperatively with team members and others to enable the Panel to provide the highest level of service possible.

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

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%	To provide clerical support and ensure quality customer service in accordance with Panel policy and procedure: <ul style="list-style-type: none"> • Answers, screens and directs incoming telephone calls to appropriate staff • Greets visitors in a professional manner and accompanies them to appropriate staff • Files, copies, scans, and sorts various documents • Sorts mail, processes incoming and outgoing mail packages, opens and date stamps all mail and delivers to appropriate staff • Establishes and maintains administrative and confidential files • Prepares various documents and reports as needed • Maintains conference room and hearing room calendar for the Panel by making reservations for staff, management, and outside Departments.
30%	To facilitate purchasing activities in compliance with procurement policies and procedures, Purchasing Authority Manual and State Contract Manual: <ul style="list-style-type: none"> • Maintains adequate material supplies by taking physical inventory • Coordinates routine maintenance for office machines (i.e. printer, copier, fax) to ensure that machines are in good working condition • Maintains and tracks Panel equipment in the inventory database
20%	To track and process vendor and other invoice payment requests, in compliance with policies and

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PERCENTAGE	DESCRIPTION
	<p>procedures:</p> <ul style="list-style-type: none"> • Receives and date stamps invoices • Tracks and routes incoming invoices • Maintains invoice and file records
5%	<p>To ensure training requirements are met, in compliance with policies and procedures:</p> <ul style="list-style-type: none"> • Serves as the Panel training coordinator • Ensures employees have completed mandatory training classes • Coordinates training with employees and vendors • Ensures completeness of training request form • Prepares invoice for payment of training received • Maintains database of training taken or needed by employees
5%	<p>In order to maintain the Record Retention guidelines, set forth in compliance with the State Administrative Manual and policies and procedures:</p> <ul style="list-style-type: none"> • Updates and submits retention schedule as needed • Ensures records are purged per the retention schedule • Prepares request for pickup of files to be purged or archived
5%	<p>To ensure Panel reporting guidelines are met:</p> <ul style="list-style-type: none"> • Updates and submits telework dashboard reports on a monthly basis • Updates and submits monthly org chart • Submits weekly Covid dashboard reporting

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	<p>Assist staff with various general clerical functions, including but not limited to typing, filing, proofreading, and other general clerical support functions.</p>

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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This position is eligible for telework three (3) days a week, in accordance with CCAP's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- Professional office environment and attire.
- Requires ability to effectively handle stress and deadlines.
- Ability to effectively communicate, orally and in writing, with a diverse community: individuals with varied experiences, perspectives and backgrounds; the general public; private sector professionals; and people of various levels of responsibility within state government, including members of the Governor's Office, Legislature and their representatives.
- Consistently exercise good judgment.

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