

**DUTY STATEMENT**

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Employee Name:	Current Date: May 21, 2024
Classification: Office Technician (General)	Position #: 673-910-1138-947 (LT)
Division/Office: ECCD	CBID: R04
Section: ECCD	
Supervisor Name: TBD	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):
- 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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Emissions Certification and Compliance Administrative Section (ECCAS) is responsible for the administrative and budgetary aspects of the Emissions Certification and Compliance Division (ECCD). The section provides analytical support services in the areas of personnel, budgets, accounting, contracts, travel, equipment, procurement, space planning, and other functions.

The Emissions Certification and Compliance Division (ECCD) oversees CARB's mobile source programs, its Aftermarket Parts Certification and Audit Branch, In-Use Compliance Branch for vehicles and engines, New Vehicle/Engine Programs Branch and the On-Board Diagnostics (OBD) program. These programs are critical for ensuring that mobile sources sold in California meet the state's world-class standards and requirements with minimal excess emission from the time they are sold through to the point they are retired from service. A major current emphasis within ECCD is that new zero emissions technologies are certified and compliant.

CONCEPT OF POSITION:

Under supervision of the SSM I of the Emissions Certification and Compliance Administrative Section, the ECCD Office Technician (General) will provide administrative and clerical support for the Division and particularly the Aftermarket Certification and Audit Branch, specifically proofing, tracking and transmitting assignments, organizing and ordering office supplies and equipment, directing calls/emails to appropriate staff, assist with preparation and processing of travel arrangements/reimbursements, procurement and training requests, and coordinating calendar events for Division and Branch staff. The Office Technician will also support Division activities, such as providing Division Office coverage during the absence of the Executive Secretary.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%E	Type various documents from written drafts, compose and edit letters, memos, Board hearing documents, mail-outs and miscellaneous reports using established CARB policies and procedures; proofread, process, copy and distribute Branch documents as required. Schedule meetings and conference calls using Microsoft Outlook.

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20%E	Organize and maintain a filing system for memoranda, letters, reports and other documents using a computer system. Upload manufacturer authorization letters into the respective Branch electronic document management system and route copies to the appropriate internal and external individuals.
15%E	Make travel arrangements and prepare travel claims for Branch personnel. Assist in personnel matters such as coordinating employment interviews, assisting with in-person interviews, and collecting and filing yearly administrative forms.
15%E	Process all incoming mail for the Aftermarket Parts Branch. Log incoming and outgoing assignments, keep track of due dates and follow up on late assignments. Make copies of approved assignments and distribute as appropriate.
10%E	Interface with the public, industry and other governmental agencies providing factual information on sensitive issues regarding the Division and Branch Activities.
5%E	Other administrative support as required, such as providing Division Office coverage during the absence of the Executive Assistant. Attend and participate in Division and administrative staff meetings as required.
5%M	Point of contact for Branch laptops, flash drives, and other Branch equipment. Includes maintaining a log of staff that have borrowed equipment. Work on special projects and perform other duties within the scope of the classification, as required.