

DUTY STATEMENT

Employee Name:	Position Number: 580-821-4870-901
Classification: Student Assistant	Tenure/Time Base: Temporary/Intermittent
Working Title: Registry Unit Student Assistant	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: E	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Licensing and Certification Division	Branch/Section/Unit: Healthcare Workforce Branch/Healthcare Professional Certification and Training Section /Registry Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing clerical and technical functions related to the initial application process to support the Registry Unit. The incumbent must be able to work independently and/or as a team player and have good communication and organizational skills.

The incumbent works under the close supervision of the Staff Services Manager I.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Enter demographics and personal information from initial applications for certified nurse assistants (CNAs) and home health aides (HHAs) on the CABS database.
- 30% Communicate in writing and/or via telephone with the public including but not limited to: nurse assistants, home health aides, health facility administrators, and CNA/HHA instructors on issues related to CNA/H HA certification.
- 20% Pick up, open, sort, batch, and distribute approximately 600 to 1000 pieces of incoming mail daily for the Program Technicians, Nurse Consultants, Complaint Unit and the Fingerprint Investigation Unit. File, copy, and fax documents, and mail out forms, as needed.

Marginal Functions (including percentage of time)

- 5% Create forms, documents, and/or spreadsheets using Microsoft Excel or Microsoft Word as requested by Manager.
- 5% Other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: DS
 Date: 11/08/22