

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION DISTRICT 7 / MAINTENANCE / SOUTH REGION	
WORKING TITLE OFFICE TECHNICIAN (TYPING)	POSITION NUMBER 907-675-1139-918	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of a Regional Administrative Officer, the incumbent regularly performs a variety of difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent is responsible for the accurate auditing, entering, and correcting of time sheets, payroll data and daily records keeping for the region employees in the personal computer for activities which include regular time worked, leave time, cash overtime, compensation time off (CTO) overtime, address changes, and emergency contacts. The incumbent may receive training from other employees in the region, district or headquarters staff. The incumbent may be required to work overtime, and may be loaned to other cost centers. This position is represented under collective bargaining.

CORE COMPETENCIES:

As an Office Technician (Typing), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

45%	E	Processes accounting documents and sends to accounts payable for immediate payment to vendors and contractors. Prepares and reviews all travel expense claims and mails to Headquarters; keeps an electronic log for budget purposes. Purchases supplies/services and processes monthly receiving records, purchase request, credit card and non-credit card transactions, monthly fuel reports and contract delegations. Prepares damage reports and completion notices. Types and files miscellaneous correspondence.
40%	E	Assists staff with payroll and personnel issues which may include completion of medical and dental benefit forms and collection of appropriate documents needed for benefits enrollment or pay. Ensures documents are forwarded - timely and to the appropriate Department headquarters staff. Processes and audits daily time entry. Enters and corrects time sheets, payroll data and daily records keeping for the region employees in the personal computer for activities which include regular time worked, leave time, cash overtime, compensation time off (CTO) overtime. Processes address changes and emergency contacts. Keeps updated employee emergency notifications on file.
10%	E	Renews annual home storage permits for field personnel. Updates and monitors computer inventory lists for the region. Assists hiring analyst with scheduling of interviews; schedules and sets up interview room; checks in applicants and copies required documentation.
5%	M	Forwards complaints from Los Angeles Communications and from citizens or other agencies regarding road debris or road hazards to area supervisor. Distributes and organizes incoming and outgoing mail.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May have responsibility for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of modern office methods, supplies and equipment; must have working computer knowledge in Windows, Excel, Outlook, Staff Central and Integrated Maintenance Management System (IMMS) programs. Ability to perform difficult clerical work, including ability to spell correctly; use good grammar; make arithmetic computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read, write, and communicate at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Must be able to type at a speed of not less than 40 words per minute.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decisions, or directions could lead to the inefficient use of resources, inaccurate or late employee pay and/or benefits, or loss of services due to payment issues. Legal issues due to delays in response to citizen or law enforcement calls could result in death or injuries to public or state employees as well as costly repairs.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal and have ability to move large, cumbersome manuals and /or equipment from one location to another. Must be able to work under stressful conditions and restricted timeframes and to quickly analyze and respond to requests for information or direction. Must have the ability to multi-

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task, adapt to changes in priorities, and complete tasks or project on short notice.

WORK ENVIRONMENT

Most work is performed in a climate-controlled environment under natural and artificial light. Incumbent may also be required to travel to the District Office and maintenance stations within the Region. Occasional travel may be required. Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
