



Duty Statement

DIVISION	CLASSIFICATION/ WORKING TITLE	POSITION NUMBER
Admin	Office Technician (Typing)/ Attendance Clerk	326-314-1139-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Human Resources Office		R04
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under the direct supervision from the Staff Services Manager I, the Office Technician – Typing (OT) is responsible for providing day-to-day administrative, clerical, and office support related to timekeeping and human resources. The incumbent's role is critical in maintaining the Human Resources Office's (HRO) confidential HR files, correspondence, and tracking spreadsheets to assist the HRO with workload management. Duties include but are not limited to the following:</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
45%	<p>Serves as clerical and administrative support for the HRO; performs a variety of clerical duties, such as records management, typing, editing, and formatting written documents including memorandums, letters, forms, reports, detailed graphs/charts, and correspondence; reviews documents for completeness and identifies whether any missing/supporting information is needed or required. Reviews and routes incoming mail to appropriate HRO team member; provides clerical support to HRO staff as needed. Maintains and updates appropriate HRO related tracking systems, spreadsheets, reports, and recruitment files in compliance with department policies and procedures to track workload and appropriate data collection for historical purposes. Establishes and maintain various personnel-related and technical files for the HRO. Creates and maintains personnel files. Answers door and assists with in-office requests. Maintains a high degree of knowledge and confidentiality in matters of personnel and attendance. Communicates with the Human Resources Specialist daily. Requests and sends PAR & 612 packages. Assists HR staff with scheduling OPF reviews.</p>	
35%	<p>Processes, reconciles, and maintains timesheets, attendance and leave records, and sends notices of incorrect or incomplete timesheets. Verifies and confirms onboarding checklists are completed timely and sends requests for missing documentation</p>	
15%	<p>Creates and maintains spreadsheets for data tracking, annual performance and monthly probationary reports. Sends monthly reminder emails to managers for staff who are due annual or monthly performance reports as well as merit salary pay increases or range changes. May perform additional duties including but not limited to with special projects, records maintenance, and scheduling of meetings for HR specialist and analysts.</p>	



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MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Performs other related duties or special assignments as assigned, including, but not limited to, maintaining copiers and facsimile machines, formatting letters, policies, and procedures. Performs other duties as required.
TYPICAL WORKING CONDITIONS	
<p>The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none"> • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks. • Requires prolonged use of a workstation for 6.5 to 7 hours per day. • Requires dependability and excellent attendance records. • Job may require occasional overtime and work after business hours. 	
DESIRABLE SKILLS AND QUALITIES:	
<ul style="list-style-type: none"> • Effective verbal and written communication skills. • Good judgment in handling confidential information. • Ability to effectively handle stress and work in a fast-paced environment under tight deadlines. • Ability to learn quickly and conform to different processes and procedures. • Ability to analyze complex situations and problem-solve. 	
TELEWORK DESIGNATION:	
<p>The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed. Travel expenses from your home to your assigned headquarters location is considered a normal commute and are not reimbursable.</p>	
ADDITIONAL POSITION INFORMATION:	
<p>WORKING CONDITIONS: The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with this job.</p> <p>ACTIONS AND CONSEQUENCES: Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to CRD cases, and discredit to the Department.</p>	



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The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE