## **Duty Statement**

| Classification:   |                                |                               |                            |                                  |   |
|---|--------------------------------|-------------------------------|----------------------------|----------------------------------|---|
| Working Title:  |                                |                               |                            |                                  |   |
| Program:  |                                |                               |                            |                                  |   |
| Division:   |                                |                               |                            | Branch:                          |   |
| Section:  |                                |                               |                            | Unit:                            |   |
| Office Location:  |                                |                               |                            |                                  |   |
| COI Classification:   | Yes                            | ☐ No                          | CBID:                      |                                  | Position Number:  |
| Telework Eligible:  | Yes                            | ☐ No                          | Maximum                    | Telework D                       | ays: (generally up to 3 days per week)  |
| Bilingual Position:   | Yes                            | ☐ No                          | Specify La                 | nguage:                          |   |
| effectively, both oral skills related to spec   | lly and in w<br>cific tasks, r | riting, when<br>nethodologi   | interacting<br>es, materia | with others<br>ls, tools, an     | d equipment; complete assignments in a  |
| effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.  Job Summary: |                                |                               |                            |                                  |   |
| functions of this job. of this position may   | It should n<br>perform oth     | ot be consid<br>ner duties (c | dered an all<br>commensur  | l-inclusive lis<br>ate with this | as necessary to describe the principal sting of work requirements. The incumbent classification) as assigned, including work work periods or to otherwise balance |

the workload.

| Description of Duties: |                     |  |
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| % of Time              | Essential Functions |  |
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| Description of Duties |                     |  |
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| % Of Time             | Essential Functions |  |
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| 0/ Of T'              | Manainal Functions  |  |
| % Of Time             | Marginal Functions  |  |
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| State of California – Health and Human Services  | Agency   | Department of Health C           | are Services |
|--|--|----------------------------------|--------------|
| Supervision Received:  | by the   | e (enter supervisor classificati | on):         |
| <u> </u>   | ☐ Non-Sup<br>Analytical Staff<br>Supervisory Staff | ervisory Classification / None   | l Staff      |
| Special Requirements:  Medical Evaluation /Clearance Typin Background Check / Finger Printing Clearance Valid Professional License (please specify): | ng Certificate<br>ce                               | ☐ Valid Driver's License         |              |
| Desirable Qualifications:  |  |                                  |              |
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| Working Conditions (Check all that apply): Prolonged Periods of:   |  | Travel May be Required:          |              |
|  | ding   | Occasional Over I                |              |
| Requires Lifting of Heavy Objects up to:   |  |                                  | 3            |
|  |  |                                  |              |
| Acknowledgements:  |  |                                  |              |
| Human Resources Acknowledgement: The Human statement as of by  | uman Resources I                                   | Division has reviewed and ap     | proved this  |
| duty statement as of by  |  | <u>-</u> ·                       |              |
| Employee Acknowledgement: I have discusse received a copy of this duty statement.  | d with my supervis                                 | sor the duties of the position a | and have     |
| Employee Name:   | Employee Signat                                    | ure:                             | Date:        |
|  |  |                                  |              |
| Cuparticar Asknowledgement: Leastifut this div   | ty ototomont ros-                                  | conto an accurato decembrica     | of the       |
| <b>Supervisor Acknowledgement:</b> I certify this du essential functions of this position. I have discuss  | •  | •                                |              |
| provided the employee a copy of this duty staten   |  |                                  |              |
| Supervisor Name:   | Supervisor Signa                                   | ture:                            | Date:        |
|  |  |                                  |              |



## **DHCS Office Locations**

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

| Northern California (CA) |  |  |
|--------------------------|--|--|
| Sacramento, CA           | 1501 Capitol Avenue (East End Complex),    |  |
|                          | Sacramento, CA 95814                       |  |
| San Francisco, CA        | 455 Golden Gate Avenue, San Francisco, CA, |  |
|                          | 94102                                      |  |
| Richmond, CA             | 850 Marina Bay Parkway, Richmond, CA,      |  |
|                          | 94804                                      |  |

| Central CA |  |
|------------|--|
| Fresno, CA | 7112 N. Fresno Street, Fresno, CA, 93720 |

| Southern CA          |  |
|----------------------|--|
| Los Angeles, CA      | 311 S. Spring Street, Los Angeles, CA    |
| Santa Ana, CA        | 2 MacArthur Place, Santa Ana, CA, 92707  |
| Rancho Cucamonga, CA | 11175 Azusa Court, Rancho Cucamonga, CA, |
|                      | 91730                                    |
| Burbank, CA          | 1405 N. San Fernando Blvd, Burbank, CA,  |
|                      | 91504                                    |
| San Diego, CA        | 7575 Metropolitan Drive, San Diego, CA,  |
|                      | 92108                                    |