

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Office Support Section Records Management and Reporting Unit	
Position Number 441-445-1120-XXX	Location Sacramento	Telework Option Hybrid
Classification Seasonal Clerk	Working Title Seasonal Clerk	

General Description The Seasonal Clerk assists in the maintenance of official health care facility construction project files (hard copy and electronic) and provides support to OSHPD with converting hard copy files to an electronic medium.	
Supervision Received	Under the general direction of the Staff Services Manager I, the Seasonal Clerk may also receive direction from OSHPD managers, supervisors, and other unit analysts.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Must possess the ability to manipulate documents weighing up to 40 pounds including the ability to transfer the documents onto a cart and push the cart to various locations within the Office.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Work hours to cover business hours of 7:00 a.m. to 3:30 p.m.
Job Duties E = Essential, M = Marginal	
50%	E Provide scanning services for conversion and filing of OSHPD project documentation to produce a final record set of plans while using optical scanner equipment to scan various sizes of plans and documents. Complete document lists, track documents and quality control of scans returned from external sources. Inputs storage location information regarding health care facility construction project files and plans into the Project eServices Portal (eSP) and other appropriate databases.
45%	E Index information pertaining to specific project files using the eSP, verify health care facility construction project closure status and receipt of all related construction project documents required for archive. Retain required documents and roll plans mandated by California Legislature and purge unnecessary documents. Provide data entry services for document indexing processes and track project management application by cataloging scanned documents into a database according to OSHPD procedures. Provide quality control of documents by viewing each document during the indexing process and resolve any problems to ensure that all documents are readable.

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5% M Serves as backup to the receptionist and performs other duties as required to carry out the activities of the DSS including but not limited to: answering and directing incoming telephone calls; taking messages and routing them via electronic mail and/or in writing; greeting clients and notifying staff of their arrival; opening, stamping and distributing incoming mail; typing, editing, filing, photocopying, faxing and mailing various documents; and updating and maintaining various computer data files and rosters.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to adhere to the Office’s Employee Expectations.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date