

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION D3/Program/Project Management & Asset Management Support	
WORKING TITLE Office Technician	POSITION NUMBER 903-100-1139-XXX	REVISION DATE 08/29/2024

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 supervision of a Staff Services Manager II, the incumbent independently will perform a variety of the most difficult office work in the Division of Program/Project & Asset Management (PPAM). Serves as lead for the procurement of general overhead supplies. Regular and punctual attendance is required. Computer skills are highly desirable. Must provide a current typing certificate at 40 words per minute. The incumbent will demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations.

Possession of a valid driver's license is required when operating state owned or leased vehicles.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - 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 - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Pride)
- **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 - Pride)
- **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)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - Integrity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

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

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30%	E	<p>The variety and complexity of daily duties performed are initiated independently with minimal supervision. Must maintain awareness of and follow appropriate State and Department's purchasing guidelines to obtain goods and miscellaneous minor services. Coordinate with department managers, and work effectively to support the purchasing needs of PPAM. Procures equipment, materials, services, and supplies utilizing various methods including, but not limited to: CAL-Card, Requisition, and Service Contracts. Utilizing the Advantage/FI\$CAL system, prepares purchase request documents (CPO and RQS) and reconciles CAL-Card monthly statement of accounts (SOA). Maintains inventory records and storage areas for supplies. Prepares receiving documents as needed for receiving procured items/ services. Reviews, logs and tracks purchase requests. Processes invoice payment packet and submits to HQ Accounting for payment. Incumbent will gather and analyze information on correct purchasing procedures from the State Administrative Manual and the Acquisitions Manual; check for surplus items, HQ Warehouse inventory, CMAS contract delegations, Prison Industry Authority (PIA), Department of General Services (DGS) and other internal resources for purchasing. Research, analyze, and obtain bids from vendors in order to procure requested items. When reconciling monthly CAL-Card statements, will research, analyze, and resolve problems associated with purchasing activities such as errant charges and vendor compliance. Is responsible for managing the use and safekeeping of the CAL-Card issued to the incumbent. Organize and maintain all office files.</p>
25%	E	<p>Provides direct clerical support to the staff in the PPAM and assists with the clerical needs within the Division. Assist the Program/Project & Asset Management Office Chiefs in scheduling and setting up meetings and/or appointments, confirming appropriate meeting locations, and sending meeting notices to involved staff. Attend meetings, record and prepare minutes for meetings when requested. Type, proofread, and finalize letters, memos, reports, and other correspondence (both technical and non-technical) utilizing various computer programs. Other work involves data input using a variety of computer programs that are Caltrans specific, such as PRSM and Filemaker databases.</p>
15%	E	<p>As the Property Control Liaison (PCL) performs asset management functions for PPAM as required by State and departmental rules and regulations, including the State Administrative Manual, and the Caltrans Property Control Manual. Follows the official State and departmental asset management rules, regulations, policies, and procedures in order to formulate, document, and administer property control, asset disposal, and asset inventory management processes and business practices for PPAM. Creates asset management control forms as needed. Prepares, completes, and/or reviews all property control documents prior to final submission. Ensures that all documentation is coded and processed appropriately and that all assets receive proper identification information (e.g., Caltrans Property Control Tag or Equipment Identification Number). Formulates and maintains tracking system for logging status of required property documentation. Responds to information requests from IT regarding equipment assignments and reassignments resulting from geographical location changes. Confers with IT to obtain asset assignment data and documentation. Traces and reports missing equipment to management, as necessary. Performs inventory reconciliation (monthly, annually, and/or every 3 years), as mandated and/or required, for all official asset inventory records, and in some instances conducts physical inventory of specific assets. Researches, evaluates, and resolves all discrepancies and ensures that assets are added, transferred, or removed from the official departmental inventory record SNOW databases as appropriate. Prepares and provides reconciled inventory reports as mandated, required, or requested. Evaluates and responds to asset reconciliation audit findings. Coordinates return, recycle, disposal, or survey of old or underutilized assets (e.g. computer equipment and universal waste). Prepares and processes applicable documentation. Completes special assignments, projects, and drills, as requested.</p>
10%	E	<p>Provides administrative support, including new employee onboarding, employee exit/transfers, and people movement/rotation. Create SNOW/EAAR for all new hires to facilitate hardware deployment for equipment (laptops, monitors, cell phones, etc.); add employees to the Shared Outlook Accounts for appropriate mail distribution lists; maintain PPAM Route slip; provide guidance of mandatory training.</p>
5%	E	<p>Performs varied clerical duties including, but not limited to: creating/compiling/updating reports, saving and organizing various types of written data for various functions; sorts and distributes incoming mail via originals or electronic transmissions; creates/maintains daily log of outgoing correspondence; creates/maintains electronic files for outgoing correspondence, in proper format; prepares outgoing mail utilizing the appropriate mail carrier service; purchases, inventories and maintains adequate supply inventory; assists in maintaining records and files.</p>

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5%	E	Serves as contact for reprographics/graphics services by operating reprographic/copier equipment and providing assistance on an 'as needed' basis. Performs monthly meter reads and submits information to vendor for service billing purposes; performs routine service (e.g. cartridge changes, etc.) and minor cleaning of equipment; orders and maintains copier supply inventory; arranges for complex/technical service through service contract for equipment. Creates and submits procurement packets for new maintenance agreements or replacement purchases for all copiers.
5%	M	Maintains the Employee Yearly Required Paperwork Routing and Retention.
5%	M	Creates and maintains Project Report Shelves.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of grammar, spelling, and writing. Excellent computer skills and typing proficiency of 40 words per minute are required. Must be able to use Windows XP, Microsoft Word, Excel, and various other software applications. Must have knowledge of ordering supplies and equipment. Must have the ability to operate office equipment; such as fax machine and copier. Incumbent must have the ability to perform difficult clerical work with minimal supervision. Employee must have the necessary skills to be able to follow difficult oral and written instructions in English at a level required for successful job performance. Will evaluate situations and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in duplication of work, excessive amount of time wasted, possible delay in Project scheduling, loss of important documents due to misfiling, and incorrect information to the public that cause a loss of credibility.

PUBLIC AND INTERNAL CONTACTS

Will work with all levels of staff and management, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. May be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping and kneeling. Must be able to move supplies or equipment that range from 1 lb. to 25 lbs. Must be able to work with others in a cooperative environment.

WORK ENVIRONMENT

Will work in a climate-controlled office under artificial lighting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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