

Duty Statement

Classification:			
Working Title:			
Program:			
Division:		Branch:	
Section:		Unit:	
Office Location:			
COI Classification:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: Position Number:
Telework Eligible:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: <small>(generally up to 3 days per week)</small>
Bilingual Position:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify Language:
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate 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.</p>			
<p>Job Summary:</p>			
<p><i>The duties 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>			

Description of Duties:

% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions

Supervision Received: _____ by the (enter supervisor classification):

Supervision Exercised: (check all that apply)

Clerical Staff

Professional Staff

Analytical Staff

Supervisory Staff

Non-Supervisory Classification / None

Technical Staff

Managerial Staff

Special Requirements:

Medical Evaluation /Clearance

Typing Certificate

Valid Driver's License

Background Check / Finger Printing Clearance

Valid Professional License (please specify): _____

Desirable Qualifications:

Working Conditions (Check all that apply):

Prolonged Periods of:

Standing Sitting Kneeling Bending

Travel May be Required:

Occasional Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:

HRD Analyst Signature:

Date:

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: 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 a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

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