# DEPARTMENT OF CHILD SUPPORT SERVICES

# **DUTY STATEMENT**

ASD 046 (REV. 03/2024)

Type of Duty Statement:	Re	evision Date:	
4 B 11 1 C 11			
1. Position Information			
A. Employee Name:			
B. Position Number:	C. CBID: D. WWG:	F Effect	tive Date:
b. Tosillon Northber.	C. CDID. D. WWG.	L. LileCi	iive Dale.
F. Classification Title:	G. Working	g Title:	
H. Division:	I. Branch/Section/Unit:		
2. POSITION REQUIREMENTS			
Special Requirement: Chec			
, ,	Non-English Language) - Specify Beld	)W	
Background Check	•		
I ()Ther - Shecity Reig			
Other - Specify Belo  A. Special Requirements De	escription, as applicable:		
A. Special Requirements De	escription, as applicable:		
	escription, as applicable:		
	escription, as applicable:		
	escription, as applicable:		
A. Special Requirements De	red (Gov. Code 87300, et seq.)?	Yes	No
A. Special Requirements De  B. Conflict of Interest Requirements  This position is designated units  The position is designated units  This position is designated units  The po	r <b>ed (Gov. Code 87300, et seq.)?</b> nder the Conflict-of-Interest Code. T	nis position is re	sponsible for
A. Special Requirements De      B. Conflict of Interest Requirements  This position is designated up making or participating in the second content of	red (Gov. Code 87300, et seq.)? nder the Conflict-of-Interest Code. The making of governmental decisior	nis position is re as that may pot	sponsible for entially have a
A. Special Requirements De  B. Conflict of Interest Requirements This position is designated unmaking or participating in the material effect on personal	red (Gov. Code 87300, et seq.)?  nder the Conflict-of-Interest Code. The making of governmental decision financial interests. The appointee is	nis position is re as that may pot equired to cor	sponsible for entially have a nplete Form 700
B. Conflict of Interest Requirements Described in the making or participating in the material effect on personal within 30 days of appointments.	red (Gov. Code 87300, et seq.)?  nder the Conflict-of-Interest Code. The making of governmental decision financial interests. The appointee is lent. Failure to comply with the Conflict.	nis position is re as that may pot equired to cor	sponsible for entially have a nplete Form 700
B. Conflict of Interest Requirements Described in the Making or participating in the material effect on personal within 30 days of appointment requirements may void the	red (Gov. Code 87300, et seq.)?  nder the Conflict-of-Interest Code. The making of governmental decision financial interests. The appointee is lent. Failure to comply with the Conflict.	nis position is re as that may pot equired to cor	sponsible for entially have a nplete Form 700
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4. DUTIES AND RE	ESPONSIBILITIES OF THE POSITION	
	CONDUCT, ATTENDANCE AND PERFORMA	ANCE EXPECTATIONS
Child Support Se attendance; cor with the public a specific tasks, me	ires the incumbent conduct oneself in activices leadership practices and principles in municate effectively and professionally adjoin of the employees; develop and most thodologies, materials, tools, and equiprent manner; and adhere to all departments.  GENERAL STATEMENT	t, maintain consistent and regular (both orally and in writing) in dealing wintain knowledge and skills related to ment; complete assignments in a ntal policies and procedures.
A. Percentage of Time Performing	B. An itemized listing of the specific job spent on each separate and distinct tasl functions identified. Percentages must be sayed 100%. (No dutice less than 5%)	c, with essential and marginal
Duties	equal 100%. (No duties less than 5%.).  ESSENTIAL FUNCTION	6
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IT Domain: Check All That	Business Technology Mgmt.	Software Engineering
Apply	IT Project Mgmt.	System Engineering
	Information Security	Client Services
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MARGINAL FUNCTIONS		
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### 5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

#### Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

### **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES	
A. Independence of Action and Consequences:	

B. Personal Contacts:	
7. Acknowledgements	
certify that I possess essential perso	: I have read and understand the duties listed above and I onal qualifications including integrity, initiative, dependability, in the cooperatively with others. I have received a copy of the
I can perform these duties with or v	without reasonable accommodation: Yes No
supervisor. If unsure of a need for rewill notify the Reasonable Accommand Diversity Office.	nodation is necessary, discuss your concerns with the hiring easonable accommodation, inform the hiring supervisor, who modation Coordinator in the Equal Employment Opportunity of change and may be revised as needed or required.
Employee's Name (Print):	
Employee's Signature:	
Date:	
accurate description of the essent	I certify this duty statement represents current and an ial functions of this position. I have discussed the duties of this ove-named employee a copy of this duty statement.
Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	