

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27674	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Plan Review and Field Oversight Support Unit	REPORTING LOCATION 10920 Via Frontera, Suite 300, San Diego CA 92127	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-495-1139-008	CBID R04
CLASS TITLE Office Technician (Typing)	WORKING TITLE Electronic Plan Review Technician - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Staff Services Manager I of the Plan Review and Field Oversight Support Unit, the Office Technician (Typing) serves as the Electronic Document Technician being responsible for various clerical duties which includes but not limited to, the drafting of project status correspondences, maintaining records and manuals, utilizing eTracker database, DGS Correspondence Style and Format Guide, and established office guidelines in order to assist and support the compliance of Title 24 of the California Code of Regulations (CCR).

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Office Technician (Typing)

Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Prepares and types a variety of documents from rough draft to final form, by editing, and correctly formatting correspondence for mailing, makes copies, and files soft and hard copy documents in order to provide clerical support to the Plan Review and Field Oversight Support Unit to ensure and maintain effective business operations for the office utilizing a personal computer, alpha-numeric filing system, Microsoft Office software, the DGS Correspondence Manual, and general office equipment and procedures in accordance with DSA Policy.
35%	Converts and files DSA project plan documentation for the regional office by scanning various project related documents, saving to eTracker database, and verifying project data is accurate and complete in order to produce and maintain a final record set of electronic project plans to ensure timely scanning services and continually reduce retention of hard copy project documents utilizing personal computer, scanning equipment, and related software in accordance with DSA Policy.
15%	Processes Electronic Plan Review (EPR) post-approval documents by creating document folder templates, reviewing for correct formatting and document stamping requirements, and setting appropriate stakeholder file permissions within DSABox in order to maintain secure, accurate and updated project database for staff and clients to accurately retrieve, view and share project

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PERCENTAGE	DESCRIPTION
	information to ensure compliance with EPR Guidelines using DSA document submittal procedures and BlueBeam software in accordance with DSA Policy.
10%	Provides general administrative support for staff and clients, assists with special projects and other clerical assignments by retrieving and gathering information to provide functional guidance of office software, equipment, and application of procedures, backing up other clerical staff in the office, returning phone calls to clients to provide status information and as directed by the SSMI and/or Regional Manager, performs other assigned clerical duties in order to continually provide adequate office coverage and support using computer, various software, and general office equipment to ensure exceptional customer service and optimal business operations in accordance with DSA Policy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up reception and clerical support to the office by greeting in-person visitors, answering, screening, and directing incoming main and shared phone system, processing incoming and outgoing mail, performing routine copying, filing, and faxing of documents and independently responding to questions and requests from DSA customers in order to provide high level of customer service to all staff, visitors and clients to ensure first point of contact for the office using personal computer, multi-phone and various office equipment in accordance with DSA Policy and Mission Statement.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment

Daily use of a personal computer and a variety of office software applications including Microsoft.

Frequent use of office equipment such as copiers, scanners, and telephone

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED