

PROMOTIONAL PATH ADMINISTRATION DIVISION BUSINESS SERVICES OFFICE

Function Description:

► Departmental Coordinator

>Operational Support

- ⇒ Mail Services
- ⇒ Reproduction Services
- ⇒ Copier Service/Maintenance
- ⇒ Surplus/Reuse Property Programs
- ⇒ Reservation Scheduling (Auditorium, Atrium, Executive Dining Room)

>Fiscal & Procurement Support

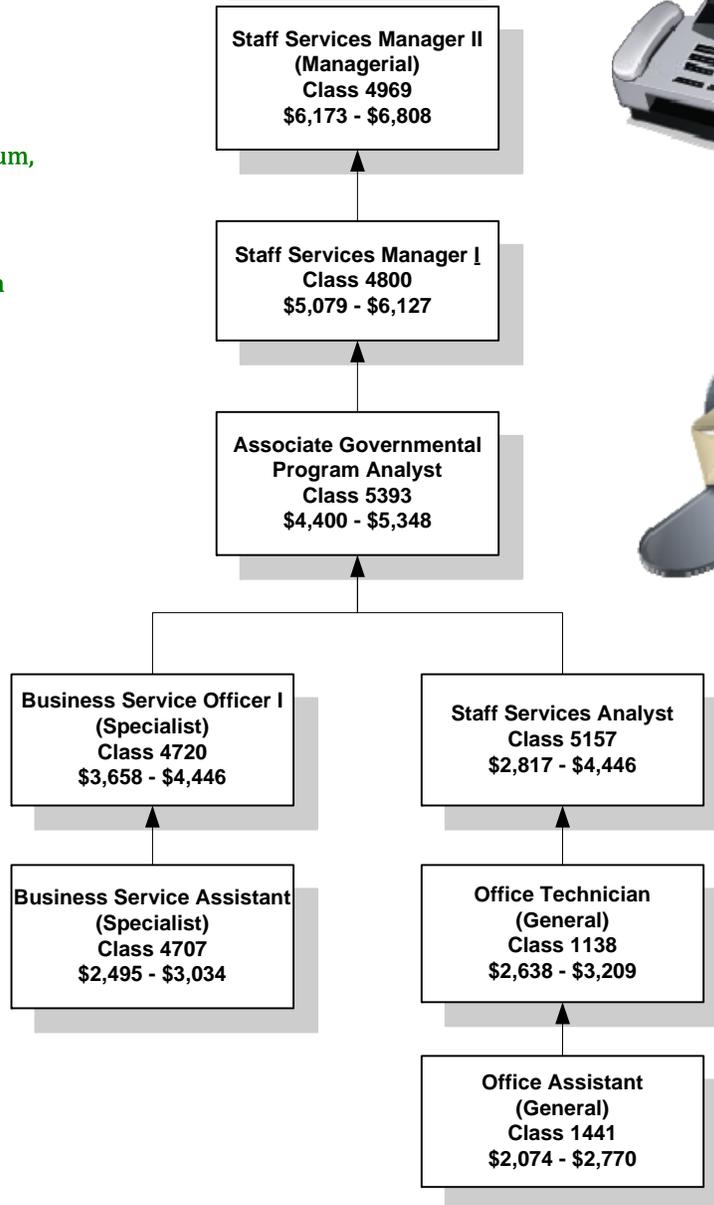
- ⇒ Procurement & Contracting Officer Liaison
- ⇒ CAL-Card Program
- ⇒ Check Distribution
- ⇒ Invoice Payment
- ⇒ IT Purchasing Authority
- ⇒ American Express Travel Program

>Employee Related Support

(West Sacramento - Ziggurat Building site)

- ⇒ New Employees
 - ✓ Access Badge/Photo ID
 - ✓ Parking Requests
 - ✓ Name Plates (office/cubicle)
- ⇒ Telecommunication Services
 - ✓ Telephone/Landlines
 - ✓ Cellular Phones/Blackberries/Pagers
- ⇒ Cubicle Reconfiguration/Moves
- ⇒ Telework Program

Functional Classifications



Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.