STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11059-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Administrative Services - Sacramento	CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1700 National Drive, Sacramento, CA 95834
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-110-5393-024

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Administrative Services Manager (SSM I), the incumbent independently performs the more in depth complex analytical program acquisition coordination of various unique and intricate professional statewide service contract needs for the Office of Fleet and Asset Management (OFAM) programs.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
40%	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. ***This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.*** In accordance with the Office of Fleet and Asset Management (OFAM) policies and procedures, DGS Manual/Policy, Management Memos, Administrative Orders, State Administrative Manual (SAM), Public Contract Code (PCC), Government Codes, Business and Professional Codes, Purchasing Authority Manual (PAM), State Contracting Manual (SCM), the incumbent performs a wide range of complex analytical functions for the OFAM programs in order to meet their various unique and complex professional statewide service contracting needs. **ESSENTIAL FUNCTIONS** In order to develop, administer, and manage the various unique and complex OFAM statewide service contracts (such as statewide auction, janitorial, security, equipment maintenance and repair) to meet customer needs: • Attend/request training from the Office of Business and Acquisition Services (OBAS) as needed to learn current contracting processes/requirements. • Refer to OBAS intranet for current policies, forms, and contract request requirements.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jeffrey Jones		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11059-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) 306-110-5157-xxx
UNIT NAME AND CITY LOCATED Administrative Services - Sacramento	CLASS TITLE Staff Services Analyst (SSA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1700 National Drive, Sacramento, CA 95834
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-110-5393-024

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision of the Administrative Services Manager (SSM I), the incumbent performs analytical work of average difficulty in program acquisition coordination of various unique professional statewide service contract needs for the Office of Fleet and Asset Management (OFAM) programs.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
40%	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. ***This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.*** In accordance with the Office of Fleet and Asset Management (OFAM) policies and procedures, DGS Manual/Policy, Management Memos, Administrative Orders, State Administrative Manual (SAM), Public Contract Code (PCC), Government Codes, Business and Professional Codes, Purchasing Authority Manual (PAM), State Contracting Manual (SCM), the incumbent performs a wide range of complex analytical functions for the OFAM programs in order to meet their various unique and complex professional statewide service contracting needs. **ESSENTIAL FUNCTIONS** In order to provide assistance with developing, administering, and managing the less complex OFAM statewide service contracts (such as but not limited to statewide auction, janitorial, security, equipment maintenance and repair) to meet customer needs: • Attend/request training from the Office of Business and Acquisition Services (OBAS) as needed to learn basic contracting processes/requirements. • Refer to OBAS intranet for current policies, forms, and contract request requirements.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jeffrey Jones		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
30%	• Assists and aids in the process to develop and write a clear, concise, detailed description of the work to be performed including technical write-ups by analyzing, researching, and interpreting laws, rules, and regulations. • Participates in maintaining contract timelines and calendar alerts to aid in the timely preparation of contract materials, contract submittals and approvals by preparing and submitting contract request packages complete with signature, fiscal approvals and support documentation per the required OBAS process. • Assist with review of contract provisions, scope of work, technical requirements, completion dates, benchmarks, timelines, estimated quantities, dollar amounts, and final product. • Ensure scope compliance with all applicable federal or other technical regulations and advise supervisor of any discrepancies providing potential solutions. • Aid in the development and administration of a comprehensive, in depth statewide contract tracking method by maintaining hard copy and electronic contract files/documentation utilizing file storage, Activity Based Management System (ABMS), Microsoft software and a server based data base to ensure that deadlines and audit practices are followed, and Divisional, Legislative and Governor's Office mandates are met. • Monitor less complex technical activities for executed contracts including, but not limited to: Work progress to ensure technical functions are performed according to the quality, quantity, objectives, timeframes, and manner specified within the contract; SB and DVBE contractors and/or subcontractors to ensure attainment of approved contract participation goals; Progress reports, status reports, and timesheets as required by contract. • Ensure that all work is completed and accepted by the agency before the contract expires and report any inconsistencies to supervisor. • Respond timely to reminders/notifications for contract modifications or new/renewal contracts as determined by departmental policies or as notified by OBAS staff and ABMS alerts. • Assess and request less difficult amendments, renewals or new contracts as needed allowing sufficient time to process and execute such changes before the contract expires or funds are depleted in order to prevent a lapse in service. Typically, two (2) months are required for amendments and renewals, and four (4) to six (6) months for new contracts. • Review the less intricate invoices to verify work performed and costs claimed in accordance with the contract, advise supervisor of any failure to perform and document in contract file. • Participate in verifying that the contractor has fulfilled all requirements of the contract before approving the pay applications or final invoices and forward it to the Administration Division's Office of Fiscal Services–Program Support Accounting Section (PSAS) or Capital Outlay Accounting (as applicable) for payment. • Promptly dispute or approve invoices for payment to avoid penalties under GC § 927, et seq. • Contributes to representing OFAM by providing information, making recommendations and maintaining effective interaction regarding contractual concerns with contractors, vendors, and management staff by phone or email. • Report any contract disputes immediately to OBAS and contact OBAS early on for assistance with any contract problems. • Perform the less difficult contract close out activities: a. Assist with Complete Contractor Evaluation Report (STD. 4) for consulting services, or in accordance with department policies and procedures, generally consultant service contracts of $5,000 or more. Negative evaluations must be sent to DGS/OLS (See SCM 1, section 3.02). b. In conjunction with OBAS for Public Works Contracts and those contract mechanisms that must met specific statutory requirements. c. Review and approve final products or services. In order to remain current on any revised and/or changed contract related laws, policies, and procedures, identifying potential impacts to OFAM and ensuring efficient operations through the continuous improvement of the contract process, the incumbent: • Analyzes the less complicated new and updated policies, forms, and contract requirements received via Contract Division bulletins, Executive Orders, Administrative Orders, other policy memos, or by referring to OBAS intranet to determine impact to internal contract practices and processes. • Prepares recommendations for OFAM management identifying possible policy/procedural impacts and presents solutions to ensure the compliance and overall effectiveness of OFAM operations.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
25%	• Assist with the analysis of current processes and procedures and participates in research in order to make recommendations to OFAM management for enhanced efficiencies through improved contracting tools and techniques. • Assist with the development of plans to implement recommended changes/processes, including developing and revising as needed the OFAM Contracting Manual, and participates in special project teams or task forces to implement revisions to current practices. • Learns professional and technical knowledge and participates in representing OFAM by attending training (i.e., CAL-PCA), seminars, and all mandatory meetings, unit meetings, etc. In order to support outreach/special projects, the incumbent: • Assist with research on contract-related issues, applying average program knowledge, and interpreting code sections and regulations to provide information to the public, the Legislature, the Governor's Office, and DGS staff by telephone or e-mail. • Provide assistance with formal and informal presentations and one-on-one training to external and internal customers, including program and division management, on a wide variety of State contract processes, procedures and technical issues of average difficulty. • Study the less complex projects or analytical assignments related to contract practices, including researching contracting information and formulating recommendations in a written format. • Participate in instructional presentations and materials to requisition end-users via telephone or in formal settings, covering a wide range of contract-related topics and technical issues. • Aid in developing, presenting, and defending AdHoc and static reports to the OFAM management team, DGS Management Team, or DGS Executive Team as needed.
5%	**MARGINAL FUNCTIONS** • Develop, write and maintain a Contracts Procedures Desk Manual by researching, updating and compiling the necessary information. • Support the OFAM administrative efforts by providing backup to other professional staff in the unit. • Act as the OFAM representative by providing accurate information answering a wide variety of less complex contract related questions or public requests either via the telephone or in writing using office procedures and the SCM with references to codes, laws and regulations. **KNOWLEDGE AND ABILITIES** ***Knowledge of:*** *Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization.* ***Ability to:*** *Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.* **DESIRABLE QUALIFICATIONS:** • Strong computer skills, i.e. proficiency in Microsoft Office suite. • Demonstrated complex/comprehensive tracking skills. • Experience with the State's contract process. • Experience in analyzing and interpreting laws, rules, and regulations. • Experience with contract funding, allocations, and budgeting for multiple contracts. • Knowledge of the operational aspects of the contracting functions in the State of California. • Knowledge of the Public Contract Code, Government Code, SAM, California Acquisition Manual and similar documents. • Exercise a high degree of diplomacy, tact, professionalism, initiative and independence. • Establish and maintain cooperative and positive work relationships. • Ability to write clearly and concisely. • Excellent attendance and punctuality.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	SPECIAL PERSONAL CHARACTERISTICS: • Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles. • Demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests. • Willingness and ability to accept increasing responsibility. • Demonstrated analytical and problem solving skills. • Demonstrated good organizational and time management skills and the ability to prioritize multiple tasks and to meet deadlines. **INTERPERSONAL SKILLS:** • Demonstrated quality customer service. • Ability to work as a team member and independently. • Effective verbal communication and skill in presenting to a diverse audience. • Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and State government. • Ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:** • Appropriate dress for the office environment. • Ability to travel occasionally. • Effectively handle multiple tasks and deadlines calmly and efficiently. • Ability to multi-task, meet deadlines, and adjust to changing priorities. • Work under pressure and meet tight deadlines. • Function effectively in an automated environment. • Daily use of personal computer and related software applications at a workstation. • Daily use of office machinery (fax, copier, etc.).

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
30%	• Develop and write a clear, concise, detailed description of the work to be performed including technical write-ups by analyzing, researching, and interpreting laws, rules, and regulations. • Utilizing contract timelines and calendar alerts coordinate the timely preparation of contract materials, contract submittals and approvals by preparing and submitting contract request packages complete with signature, fiscal approvals and support documentation per the required OBAS process. • Review the draft contract for contract provisions, scope of work, technical requirements, completion dates, benchmarks, timelines, estimated quantities, dollar amounts, and final product. • Ensure scope compliance with all applicable federal or other technical regulations. • Develop and administer a comprehensive in depth statewide contract tracking method by establishing and maintaining hard copy and electronic contract files/documentation utilizing file storage, Activity Based Management System (ABMS), Microsoft software and a server based data base to ensure that deadlines and audit practices are followed, and Divisional, Legislative and Governor's Office mandates are met. • Monitor technical activities for executed contracts including, but not limited to: Work progress to ensure technical functions are performed according to the quality, quantity, objectives, timeframes, and manner specified within the contract; SB and DVBE contractors and/or subcontractors to ensure attainment of approved contract participation goals; Progress reports, status reports, and timesheets as required by contract. • Ensure that all work is completed and accepted by the agency before the contract expires. • Respond timely to reminders/notifications for contract modifications or new/renewal contracts as determined by departmental policies or as notified by OBAS staff and ABMS alerts. • Assess and request amendments, renewals or new contracts as needed allowing sufficient time to process and execute such changes before the contract expires or funds are depleted in order to prevent a lapse in service. Typically, two (2) months are required for amendments and renewals, and four (4) to six (6) months for new contracts. • Review invoices to verify work performed and costs claimed in accordance with the contract. • Verify that the contractor has fulfilled all requirements of the contract before approving the pay applications or final invoices and forward it to the Administration Division's Office of Fiscal Services–Program Support Accounting Section (PSAS) or Capital Outlay Accounting (as applicable) for payment. • Promptly dispute or approve invoices for payment to avoid penalties under GC § 927, et seq. • Represent OFAM by providing information, making recommendations and maintaining effective interaction regarding contractual concerns with contractors, vendors, and management staff by phone or email. • Report any contract disputes immediately to OBAS and contact OBAS early on for assistance with any contract problems. • Perform contract close out activities: a. Complete Contractor Evaluation Report (STD. 4) for consulting services, or in accordance with department policies and procedures, generally consultant service contracts of $5,000 or more. Negative evaluations must be sent to DGS/OLS (See SCM 1, section 3.02). b. In conjunction with OBAS for Public Works Contracts and those contract mechanisms that must met specific statutory requirements. c. Review and approve final products or services. In order to remain current on any revised and/or changed contract related laws, policies, and procedures, identifying potential impacts to OFAM and ensuring efficient operations through the continuous improvement of the contract process, the incumbent: • Analyzes new and updated policies, forms, and contract requirements received via Contract Division bulletins, Executive Orders, Administrative Orders, other policy memos, or by referring to OBAS intranet to determine impact to internal contract practices and processes. • Makes recommendations to OFAM management identifying possible policy/procedural impacts and presents solutions to ensure the compliance and overall effectiveness of OFAM operations. • Analyzes current processes and procedures and conducts research in order to make recommendations to OFAM management for enhanced efficiencies through improved contracting tools and techniques. • Develops plans to implement recommended changes/processes, including developing and revising as needed the OFAM Contracting Manual, and leads or participates in special project teams or task forces to implement revisions to current practices. • Maintains current professional and technical knowledge and represents OFAM by attending training (i.e., CAL-PCA), seminars, and all mandatory meetings, unit meetings, etc.

DUTY STATEMENT

GS 907T (REV. 03/05) RPA-**11059-OFAM**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
25%	In order to conduct outreach/special projects, the incumbent: • Conducts independent research on contract-related issues, applying extensive program knowledge, and interpreting code sections and regulations to provide information to the public, the Legislature, the Governor's Office, and DGS staff by telephone or e-mail. • Develops and delivers formal and informal presentations and one-on-one training to external and internal customers, including program and division management, on a wide variety of State contract processes, procedures and complex technical issues. • Leads and conducts complex special projects or analytical assignments related to contract practices, including researching contracting information and formulating recommendations in a written format. • Provides instructional presentations and materials to requisition end-users via telephone or in formal settings, covering a wide range of contract-related topics and technical issues. • Develops, presents, and defends AdHoc and static reports to the OFAM management team, DGS Management Team, or DGS Executive Team as needed.
5%	**MARGINAL FUNCTIONS** • Develops, writes and maintains a Contracts Procedures Desk Manual by researching, updating and compiling the necessary information. • Supports the OFAM administrative efforts by providing backup to other professional staff in the unit. • Acts as the OFAM representative by providing accurate information answering a wide variety of contract related questions or public requests either via the telephone or in writing using office procedures and the SCM with references to codes, laws and regulations. **KNOWLEDGE AND ABILITIES** ***Knowledge of:*** *Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.* ***Ability to:*** *Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.* **DESIRABLE QUALIFICATIONS:** • Strong computer skills, i.e. proficiency in Microsoft Office suite. • Demonstrated complex/comprehensive tracking skills. • Experience with the State's contract process. • Experience in analyzing and interpreting laws, rules, and regulations. • Experience with contract funding, allocations, and budgeting for multiple contracts. • Knowledge of the operational aspects of the contracting functions in the State of California. • Knowledge of the Public Contract Code, Government Code, SAM, California Acquisition Manual and similar documents. • Exercise a high degree of diplomacy, tact, professionalism, initiative and independence. • Establish and maintain cooperative and positive work relationships. • Ability to write clearly and concisely. • Excellent attendance and punctuality. **SPECIAL PERSONAL CHARACTERISTICS:** • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. • Demonstrated analytical and problem solving skills. • Ability to accept increasing responsibility and complexity of work. • Demonstrated good organizational and time management skills and the ability to prioritize multiple tasks and to meet deadlines.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	INTERPERSONAL SKILLS: • Demonstrated quality customer service. • Ability to work as a team member and independently. • Effective verbal communication and skill in presenting to a diverse audience. • Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and State government. • Ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:** • Appropriate dress for the office environment. • Ability to travel occasionally. • Effectively handle multiple tasks and deadlines calmly and efficiently. • Ability to multi-task, meet deadlines, and adjust to changing priorities. • Work under pressure and meet tight deadlines. • Function effectively in an automated environment. • Daily use of personal computer and related software applications at a workstation. • Daily use of office machinery (fax, copier, etc.).