

DUTY STATEMENT

GS 907T (REV. 08/01)

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-10918
OFS/AD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fiscal Services (OFS)		POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-1139-925	
UNIT NAME AND CITY LOCATED Administration		CLASS TITLE Office Technician (Typing)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 9 th Floor	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
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 the general direction of the Staff Services Manager II (Supervisor), the incumbent is responsible for performing a wide range of administrative and technical functions to support the Office of Fiscal Services (OFS) and Contracted Fiscal Services (CFS) Unit's Management and Accounting staff.			
% 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. <i>(Use additional sheet if necessary)</i>		
30%	<p><i>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.</i></p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>All work will be accomplished in accordance with the guidelines of the Department of General Services (DGS), State Administrative Manual (SAM), California Human Resources (CalHR), State Personnel Board (SPB), Office of Human Resources (OHR), Government Code, Bargaining Unit agreements, Internal Revenue Service (IRS) withholding requirements, and State Controller's Office (SCO) rules and regulations.</p> <p>In order to support the day-to-day business operation of OFS, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Answer, respond, and screen routine inquiries received via OFS main multi-line telephone line. • Research information, compose and type correspondence, reports and spreadsheets in response to inquiries on routine OFS policies and procedures, etc., assuring all documents prepared are proofread, copied, and processed to meet all requirements and deadlines. • Type memoranda, letters, reports, graphs, charts, tables as requested by manager assuring all documents are proofread, copied and processed to meet all requirements and deadlines. Sort, date stamp and handle incoming mail and faxes by filing, posting or delivering to the appropriate staff. • Distribute outgoing mail including faxes to the various units and offices by copying documents, preparing mailing labels, stuffing envelopes and sending mail for messenger pick-up. • Track and organize accounting documents in databases to ensure completeness and accuracy. • Distribute accounting documents such as SCO journal entries. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Becky Granroth		SUPERVISOR'S SIGNATURE	DATE
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

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20%	<ul style="list-style-type: none"> • Ensure the proper working order of the unit's office equipment such as the laser printer, copier, fax machine, and time-date stamp machine and maintain the unit's office supplies, forms and various other supplies. • Distribute, track, and maintain the Claim Schedule Signature Authorization card (Aud 15) on file with the SCO. • Receive and log DGS ABMS Security Fiscal Services Profile Request (FS-1) forms from all DGS offices in the FS-1 binder. • Route FS-1 forms to the appropriate office personnel for approvals following FS-1 procedures. • Once FS-1 approvals are received, log documents out to ETS in order to have ABMS controls set up for new/existing employees in a timely manner. • Analyze office supply list from OFS staff, obtain manager/supervisor approval, prepare requisition, track received inventory, and distribute supplies to employees. <p>In order to coordinate details and facilitate communication among all parties involved in accordance with instructions received from managers, supervisors and professional staff, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Arrange meetings and conferences based on parameters given and determines what is needed. • Make arrangements and obtain supplies required for meetings and conferences. This includes but is not limited to space arrangements, preparing agendas for various meetings using the computer (i.e. Outlook, e-mail) and the phone as necessary. • Prepare agendas, take attendance and minutes as required for meetings and submit to managers, supervisors and professional staff using Excel and Word. • Schedule appointments and maintain itineraries for the managers, supervisors and professional staff using the calendar availability.
20%	<p>In order to facilitate the hiring process to assist the Personnel Liaison (PL) and the Attendance Clerk (AC) under the direction of the OFS hiring managers/supervisors, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Assist the PL in preparing various personnel documents, such as: Request for Personnel Action (RPA), Job Opportunity Bulletins (JOB), duty statements, organizational charts, etc. • Assist the PL with gathering and entering information into the ABMS using the automated RPA system, Microsoft Office XP Professional (e.g., Word, Visio, Excel, etc.) to generate personnel documents for supervisor's approval. • Assist the PL & AC with coordinating within the unit for new hires for pre-employment and new employee orientations. • Assist hiring manager by scheduling interview appointments, scheduling and setting up interview room, escorting candidates to the designated interview area, assembling and/or providing appropriate documents (duty statement, org chart and pre-employment) once a candidate is chosen, prepare written notification to candidates who were not selected for the position. • Assist the PL with tracking and creating spreadsheets for internal vacancy report using Excel. • Assist the AC to issue security badges and parking permits to new employees by having new employees complete proper security forms. • As back-up to the PL & AC - attend Personnel Advisory Communications Team (PACT) meetings and relays information back to management, PL, and AC. • Requests PAL Status and Total Time Worked Reports to monitor and track timely submission and assist with approval of PAL timesheets by OFS employees and their supervisors.
10%	<p>In order to support the functions of the OFS Property Custodian, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Perform physical inventory of equipment • Gather and analyze data utilizing ABMS and establish and maintain an electronic inventory tracking system of all OFS equipment, software and licensing information. • Verify and report the retirement, transfer, or movement of assets. • Assign Asset Tag Labels to all incoming new assets for OFS. • Prepare and submit Surplus Property Reuse forms (STD 152) to DGS Interagency Support Division, Property Reuse Program for review and approval.

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5%	<p>In order to assist in the completion of the annual interagency agreement for accounting and budgeting services between OFS and client agencies, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Log and track of the interagency agreements between DGS and the client agencies utilizing Excel and Word. • Copy and scan completed contracts to the OFS internal computer database. • Mail soft and hard copies of interagency agreements to client agencies and SCO.
5%	<p>In order to maintain appropriate record retention, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Function as the OFS Records Management Coordinator by maintaining a list of records to be transferred to storage. • Prepare list of records to be destructed including confidential records. • Coordinate for pick-up of records to be transferred to storage. • Identifies problems or sensitive issues regarding document retention, recommends resolutions and makes appropriate changes as directed.
5%	<p>In order to assist OFS employees and supervisors with personnel-related issues/information such as health, dental and vision enrollments, catastrophic leave program, Industrial Disability Leave, Non-Industrial Disability Insurance, formal leaves of absence, Family Medical Leave Act/California Family Rights Act, and Long-Term Disability following the Benefits Administration Manual (BAM), HR Memorandums, and program guidelines, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Advise employees of the benefits to meet needs or eligibility by meeting with employees and referring to the BAM. • Order and maintain a current supply of benefit information and enrollment forms by contacting form sources. • Assist employees in the completion of forms by verifying codes, signatures and dates. • Process and distribute completed forms by following form instructions.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>In order to perform the following as back-up to the primary attendance clerk functions for approximately 130 employees utilizing the Activity Based Management System (ABMS), Project Accounting Leave (PAL) and FI\$Cal following the User Manuals for reference, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Answer a variety of inquiries, gather and provide information to staff and other governmental employees requiring reference to a number of sources and explanation of applicable regulations. • Review documents for completion and compliance with complex criteria where judgment is required to assure conformance and/or to determine action to be taken. • Generate Employee Status and Total Time Worked reports in order to verify PAL timesheets are submitted and approved prior to the SCO interface date. • Enter information on work-related injuries into ABMS PAL and submit applicable forms for processing following procedures in order to keep accurate records. • Provide assistance to staff and management in order to resolve ABMS PAL problems and/or discrepancies involving leave balances, overtime reported and work time, including Alternate Work Week Schedules, by communicating with staff and OHR as needed. • Generate reports from ABMS (i.e. overtime, leave balance, etc.) as directed by supervisors in order to provide accurate information on employee records. • Maintain confidential personnel records. • Enter and/or correct employee time in PAL as directed by the supervisors or managers. • Enter new employee information on the ABMS Quick Employee Entry screen upon receipt of hiring documents from the Personnel Liaison (PL) or Supervisor in order to alert OHR, Enterprise Technology Solutions (ETS), and Business Services Section (BSS) of new employee. • Enter employee separation information into ABMS upon notification from Personnel Liaison or Supervisor in order to alert OHR, ETS and BSS. • Attend OHR meetings on a regular or as needed basis specific to Attendance Clerk duties. <p><u>KNOWLEDGE, SKILLS AND ABILITIES</u></p> <p><i>Knowledge of:</i> Modern Office methods, supplies, and equipment; Business English and correspondence; principles of effective training.</p>

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	<p>Ability to: Perform difficult clerical work, including ability to spell correctly; use good English grammar; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Ability to act independently. • Ability to organize and set priorities. • Possess a high degree of initiative. • Focus attention to detail and follow through. • Analyze situations and adopt effective course of action. • Knowledge and proficiency in Outlook, Excel and Word. • Knowledge of Oracle applications. • Excellent organizational skills. • Dependability and excellent attendance record. • Flexible and able to re-prioritize assignments. • Excellent telephone techniques and customer services skills. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Demonstrate professional behavior in the work environment and represent the office professionally. • Ability to work well with a team and detail oriented. • Exercise a high degree of initiative, independence and originality. • Adapt to change. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Frequent use of computer. • Able to lift office supplies, books, manuals, etc. • Appropriate dress for an office environment. • Present self professionally. • Effectively handle stress, multiple tasks and meet tight deadlines calmly and efficiently. • Communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals, and people of various levels of responsibility within state government. • Consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

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