

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-

10603-OHR

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-280-1139-001
UNIT NAME AND CITY LOCATED Admin - Sacramento	CLASS TITLE Office Technician (Typing)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Sacramento
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.

Under the general direction of the Chief of Office of Human Resources (OHR), the Office Technician (Typing) independently performs various complex clerical functions at the advanced journey level in support of OHR services.

% 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%	<p>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.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to perform clerical support functions for the Chief of Office of Human Resources, the Office Technician (Typing) uses various office equipment including a computer with Microsoft Office products in accordance with the Department of General Services (DGS) Correspondence Style and Format Guide or as instructed to:</p> <ul style="list-style-type: none"> • Prepare and type a wide variety of correspondence, memoranda, reports, and other documents ensuring all is proofread, copied and processed to meet deadlines. • Develop and maintain spreadsheets for monitoring and reporting of HR information such as probation report/IDP tracking for DGS Executive Office, etc., as requested by the Chief of OHR. • Review and proofread outgoing correspondence, memoranda, reports, and other documents to ensure proper format, grammatical construction, and spelling as requested. • Mail and/or fax materials through the use of the internal mail system and/or fax machine. • Monitor the progress and completion of assignments given to OHR managers, supervisors and staff. • Set up and maintain electronic or hardcopy files, suspense files and manuals.

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

SUPERVISOR'S NAME (Print)

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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35%	<p>In order to facilitate personnel actions, in accordance with Office of Human Resources policy, CalHR and State Personnel Board laws and rules:</p> <ul style="list-style-type: none"> • Initiate all OHR office Requests for Personnel Action (RPAs), including duty statements, organization charts, position justification and Job Opportunity Bulletins (JOB). • Review duty statement content to ensure all items are complete, grammatically correct with correct spelling, etc. • Maintain and update OHR's organization charts using VISIO. • Receive and process applications for all OHR vacancies coordinating the MQ process and working with hiring supervisors. • Create and type interview writing prompts for all OHR interviews. • Post DGS job bulletins on CalHR's VPOS system and the departments intranet. • Attend and participate in PACT meetings.
15%	<p>In order to ensure that OHR staff is provided with the adequate resources to perform their duties, the incumbent will independently:</p> <ul style="list-style-type: none"> • Act as a liaison with the Office of Business and Acquisition Services ((OBAS) to resolve issues relating to space, heating, cooling concerns, repairs, alterations, hazardous conditions, janitorial services, phone services, etc., through the use of effective verbal and written communication. • Maintain inventory of OHR equipment, printers, scanners, fax and multi-function machines. • Coordinate office moves and re-configurations of assigned space. • Maintain an updated OHR floor plan. • Maintain OHR CalCard and make office supply purchases as requested. • Pick-up payroll checks for OHR employees when primary incumbent is unavailable.
5%	<p>In order to provide a healthy and safe environment for OHR employees, the incumbent will independently:</p> <ul style="list-style-type: none"> • Act as the floor coordinator for the Ziggurat Emergency Response Team (ZERT). • Coordinate with 7th floor warden to ensure ZERT roster is up-to-date and fully staffed. • Maintain a master listing of all OHR employees on the 7th floor. • Maintain list of special needs employees for the 7th floor. • Maintain a list of First Aid and CPR-certified employees for the 7th floor. • Ensure that each unit in OHR has first aid kits and flashlights. • Attend quarterly safety committee meetings. • Maintain up-to-date binder of OHR employee emergency contact forms.
5%	<p>MARGINAL FUNCTIONS</p> <p>Perform special projects as requested and provide back-up to other OHR clerical employees in their absence.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Highly motivated individual who enjoys challenges and working in a fast paced, professional environment. • Possess excellent work habits and ability to work independently and as a team member. • Excellent verbal and written communication skills. • Excellent attendance and dependability. • Ability to use tact and good judgment. • Strong organizational skills and a commitment to providing quality customer service. • Demonstrated ability to work with and gain and maintain the confidence and trust of all levels of staff and management. • Proficient PC skills, especially in Excel and Word, as well as knowledge of VISIO. • Flexibility in dealing with changing priorities and assignments.

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ADDITIONAL QUALIFICATIONS

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

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Organize and structure work for effective performance and goal attainment.

Modify plans or adjust priorities given changing goals and conditions.

Understand written and verbal communication.

Telephone usage is extensive.

Use of fax, copiers and general office equipment.

Office environment, business dress.

Effectively handle stress and deadlines in a fast paced environment.