STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing)	DES/Program, Project & Resource Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Secretary, PPRM	559-150-1139-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Principal Transportation Engineer, the incumbent is responsible for providing secretarial support with a high degree of initiative, independence, good judgment and originality in performing multiple tasks daily. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
20%	E	Independently composes correspondence on routine subjects such as memos regarding office policy and procedure; meeting announcements and agendas; information and instructions regarding special projects, e.g. State Employees Charitable Campaign, Take Your Kids to Work Day and Diversity Day. Incumbent will prepare, type, proofread and finalize letters, memos, reports and forms from handwritten notes and electronic files. Routes memos and documents to appropriate parties. Utilizes copier to make copies of letters, memos and reports, or schedule jobs with reproduction with larger projects.
20%	E	Makes arrangements for meetings, itineraries, and conference rooms. Schedules meetings using Electronic Calendar. Assembles necessary materials for meetings; transcribes and distributes notes.
15%	E	Screens incoming correspondence/submittals and distributes to appropriate staff members for reply with a reasonable due date. Follows up to ensure that deadlines are met utilizing a shared electronic tracking system. Reviews outgoing correspondence for consistency with administrative policy, as well as format, grammatical construction, appropriate file copies and clerical errors. Provides back up for mail services, which includes preparation for U.S. mail and overnight carriers.
15%	E	Maintains electronic databases of project information, and paper filing system of project documents/plans.
10%	E	Processes TECs. Assists in making airline reservations, accomodations for travel or other transportation needs. Creates and maintains database for tracking of travel expenses. Manages out-of-state travel, including the creation of the blanket list and the processing of trip requests.
5%	E	Keeps staff training history up-to-date and recommends future training courses. Assists with training preparation, including scheduling rooms, making copies of training materials.
5%	E	Processes purchase requests and payroll. Maintains equipment inventory. Orders, tracks and stocks office supplies. Distributes pay warrants, overtime warrants and light rail tickets.
5%	M	Maintains safety meeting information, office functional contact lists and staff emergency contact forms.

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5%	M	Compiles monthly performance report. Coordinates Legislative Bill analysis efforts. Title VI coordinator for PPRM, handling requests for information and compiling an answer on behalf of PPRM by coordinating with staff.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be able to type a minimum of 40 words per minute. Incumbent must have good oral and written communication skills, tactfulness and good judgment. Incumbent must have the ability to multi-task; able to organize and prioritize work assignments to ensure deadlines are met. Incumbent must have the ability to compose clear and concise correspondence, reports and technical documents, including correct formatting, typing and proofreading of documents. Incumbent must be able to identify requests for information and direct those requests to the appropriate parties for response and/or resolution.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Good judgment, tact and the ability to communicate effectively are expected of the incumbent, as that he/she may be the first point of contact for the Office's internal and external clients. Errors may result in project delay or wasted effort. Consequences of not following up on timely completion of duties would be reflected in the primary product of the Division.

PUBLIC AND INTERNAL CONTACTS

Incumbent has frequent contact with other DES, District and Headquarters staff and may have contact with contractors, vendors, and the general public both in person and by telephone.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit for long duration and perform tasks utilizing a PC. Must be able to concentrate in order to create and review documents. Must be able to organize and prioritize large volumes of varied documents. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must be able to develop and maintain cooperative relationships.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE