

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Office Technician (Typing)	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Acquisitions Support	POSITION NUMBER 702-019-1139-ccc	EFFECTIVE DATE July 2014

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 Staff Services Manager II, the incumbent performs a wide variety of complex office support responsibilities and assists the analyst staff in the Division of Procurement and Contracts (DPAC). The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

Job Description

25% (E)

Initial and final data entry in DPAC databases including the 360 receipt logs, Contract Administration Tracking System (CATS), Contract Delegation Purchase Order System (CDPOS), Service and Supply (SVS), Property Control and Publications. Copy, fax, and/or distribute materials such as service contracts and purchase orders to appropriate recipients. Coordinate and pick up acquisition reprographics orders. Maintain, archive, and purge files in condition necessary to comply with internal and external audits on location and at off-site storage location. Perform research on acquisitions and assists in tracking requests and executed acquisitions for Accounting, shipping and receiving, vendors, public records requests, and program staff.

25% (E)

Acquisition administration support including reconciling contract insurance forms. Create acquisition files. Prepare correspondence on word processing software. Prepare or update electronic spreadsheets. Make travel arrangements and prepare expense claims. Order office supplies and equipment within the rules and regulations of the Department of General Services and Caltrans. Key operator for copiers/fax machines/printers. Staff Central time keeping system liaison. Update vendor drug certifications. Guaranteed ride home coordination.

Acquisition of safety glasses. Maintain contact/phone listings. May assist hiring managers by maintaining incoming applications, setting up job interviews and making interview packets for interview panel.

25% (E) Acquisition solicitation bid support including coordinating with Reprographics to assemble service contract bid packages. Obtain bid requests and bidders lists to mail/fax solicitation and addendum packages out. Receive contract bid submittals to conduct and assist with formal bid openings. Assist with posting contract ads, bid results, and updates on Caltrans website.

25% (E) Primary backup for Division Executive Secretary. Acts as Division Receptionist or, in combination with other duties, act as backup for Division Receptionist. Answer phones, direct visitors, proof read and coordinate correspondence with Directorate office. Maintain Division files.

SUPERVISION EXERCISED OVER OTHERS

The incumbent is supervised by a Staff Services Manager I or II and receives general direction from the Office Chiefs, Branch Chiefs and analysts. Incumbent works independently performing general and varied support work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to evaluate situations accurately and take appropriate action as well as interpret and apply specific acquisition laws, rules, policies and procedures.

Must be able to perform difficult and varied support service tasks; operate various types of office equipment; follow oral and written instructions; lift up to 40 lbs. and stretch/stoop to reach top and bottom file shelves on a daily basis; file documents on a continuous basis; keep accurate, detailed records; communicate and deal tactfully with the public and departmental personnel; and prepare correspondence when necessary.

Requires familiarity with Government Code, DPA rules, Policies and Procedures, Management Memorandums and other methods of information flow that govern records management, forms management and the conduct of employees during work hours. Must have the capability of working with personal computers. Must have ability to use Microsoft Office applications (Word, Excel and PowerPoint) and Lotus Notes e-mail. Must have an aptitude for learning various other software programs. Keyboard use is approximately 75% of the time. Must be able to type at least 40 words per minute.

In addition to independent work, must work well in a team environment. Must demonstrate capacity to assume increasing administrative responsibility. Must be able to develop a general

overall understanding of the acquisition processes and how the incumbent's position relates to each process.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent must exercise good judgement in the processing of requests and the issuance of information to meet operational needs. Delays, inaccuracies, improper processing or loss of documents could result in jeopardizing the Department's delegated authority and delays in program delivery.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with districts, divisions and programs at various levels. Externally communicates with the Department of General Services, consultants, vendors and other members of the business community.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Requires the ability to operate various office machines requiring manual dexterity and the ability to stand, bend, stoop and lift up to 40 pounds. Must have the ability to stand for extended periods to perform copying/scanning tasks. Must be able to treat others with tact and respect and deal calmly with irate customers. Employees must be open and adaptable to change.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature will fluctuate. Office space consists of modular furniture appropriate for this classification. Overtime may be required and vacation restrictions may be imposed during peak workload and fiscal year-end closing.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

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

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE