

CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)	DISTRICT/DIVISION/OFFICE D-1 / Mtce Region Support / Bracut	
WORKING TITLE Office Technician	POSITION NUMBER 901-630-1139-xxx	EFFECTIVE 7/27/15

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 supervision of a Staff Services Manager I, the incumbent will work closely with a Staff Services Analyst, and will be responsible for all clerical work for a Caltrans Maintenance Area Superintendent's Area. The ability to type at least 40 wpm is required. Duties include but are not limited to:

TYPICAL DUTIES:

Essential (E)/Marginal (M)

50% (E) Provide assistance to the SSA with employee timesheets (M33s) and ledgers to audit on a monthly basis and make needed corrections. Update employee work history. Prepare payroll-related documents. Maintain backup documents for payroll, leave balances, attendance, report of exceptions, and requests for overtime. Track employees' leave balances in Staff Central after type of disability is determined, in coordination with the HR Personnel Specialist. Respond to issues regarding personal leave, annual leave, direct deposit, flex elect, holiday credits, military leave, jury duty, time off without pay, and the drug-free workplace program. Process bonus pay requests for Supervisors. Answer telephone calls from Region employees, District Office, and other agencies. Direct calls as appropriate. Process safety documents including tailgate safety meeting minutes. Post and calculate Permanent Intermittent (PI) employee time. Receive Material Adjustment Records and enter into a departmental inventory system (WSVS). Audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies.

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- 25% (E) Prepare payroll for distribution twice a month for regular payroll, as well as for overtime payroll. Coordinate with the SSA to update employee licensing, and maintain records of drivers license inspections. Receive and file various documents
- 20% (E) On a daily basis, pull Supervisors crews' time out of IMMS Software, identify any errors, run hard copies, post daily time on the employee ledger sheet, and maintain yearly files.
- 5% (M) Provide general filing, mail distribution, photocopying, preparing & sending of facsimiles, and may on occasion act as backup for SSA or other Region Support staff .

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of basic grammar, spelling, punctuation, and math; must have knowledge of modern office methods and equipment, and know how to use them; must have knowledge of a wide variety of manuals and have the ability to implement instructions. Must be proficient in using various computer software programs such as Microsoft Word, Excel, and Outlook. Must have knowledge of personnel procedures and policies; general office procedures; phone etiquette; and proper filing procedures.

Must have the ability to maintain detailed and accurate records; perform difficult clerical work; follow directions; set priorities; meet deadlines; communicate effectively, both verbally and in writing; apply laws and rules. Must be able to produce documents that are clear, concise, and understandable. Must possess the ability to access, understand, and use information from timekeeping and inventory systems, the internet and intranet. Must possess the ability to effectively work alone or with others. Must have the ability to use good judgement and make sound decisions.

40 wpm typing certificate is required.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors can be very costly to State or employees. Payroll errors can result in overpayment of employees which generates much expense and time to process accounts receivables, and underpayments can result in financial hardship. Late overtime reporting can result in lawsuits filed by Unions. Health and dental benefit errors can result in employees not receiving coverage until the following month, or in some cases until open enrollment period.

PUBLIC AND INTERNAL CONTACTS

Generally contact is with Region employees, District and North Region Office personnel and other State Agencies, and inquiries from the public. The public callers may have complaints requiring a tactful approach.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and monitor. They may also be required to lift heavy binders and/or papers. Must be able to interpret and reason out timekeeping issues. Must be adept at working closely with other employees and Superiors.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. This building is a modular unit with cubes close together. There could be distractions such as noise, others phone calls, employee discussions, etc. Incumbent must have the ability to prioritize and multi-task in order to complete regular work assignments.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE