

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Office Technician(Typing)	OFFICE/BRANCH/SECTION District 12/Maintenance/Field Maintenance Support	
WORKING TITLE Caltrans Office Technician(Typing)	POSITION NUMBER 912-xxx1139-xxx	EFFECTIVE DATE

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:

Works under the general supervision and direction of the Caltrans Regional Administrative Officer, Maintenance Region I-Office, and/or Maintenance Manager II, Incumbent is responsible for daily and monthly timekeeping and records of Landscape and Maintenance crews. Assist in the daily and monthly record keeping of all expenditures for purchases of materials, supplies, and non-expendable equipment. Assists employees with Personnel related concerns. Greet and Assist public. Performs a variety of clerical tasks to maintain various files, and drug and alcohol testing, payroll and overtime. Performs a variety of clerical tasks on computer as needed. Perform miscellaneous duties that may be assigned as needed.

Work week will be the 5/40 Monday thru Friday, a Permanent Full-Time schedule 6:30 a.m. to 15:00 p.m.

This position requires a typing certificate of at least 40 words per minute. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
80%	E	Responsible for the time sheet data of the Region Landscape and Maintenance Crews. Knowledge of payroll and timekeeping necessary to work with IMMS(Integrated Maintenance Management Systems) and TOPSS(Transportation Operations & Project Support Systems) Data includes activities such as daily attendance, leave usage, cash and CTO overtime. Incumbent will be responsible for the TOPSS monthly expenditure reports on overtime, leave usage, and regular work hours for distribution to State Controllers Office, Budget Office, Personnel, Region Staff and Maintenance Offices. Responsible for processing Safety Glasses request, submit invoices and receiving records to accounting for payment. Include computer work, Microsoft, Excel, etc.
10%	E	Responsible in assisting with the receiving, sorting, and distribution of payroll warrants, overtime checks, TEC checks, and mail. Assist in the State purchasing procedures, of submitting to accounting invoices, Cal-Card invoices for payment. Assist Supervisors and employees with personnel related problems. Works with Headquarters Personnel on a daily basis on Region concerns.
10%	M	Assist in answering telephones, taking complaint calls, inquiries from visitors received at the front counter, prepare Drug and Alcohol Test forms upon notification, miscellaneous filing. Will provide special clerical support to the Caltrans Maintenance Manager, Area Superintendents, Supervisors, and Caltrans Regional Administrative Officer in emergency and non-emergency situations, and miscellaneous duties that may be assigned as needed.

¹ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise, however, the incumbent may be called upon to act in absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have the ability to communicate effectively both verbally and in writing. Must have good interpersonal skills. Must be able to respond to incoming correspondence, prepare clear and comprehensive reports, keep difficult records. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Must have average to advanced computer experience and knowledge. Must be able to respond to incoming correspondence concerning IMMS/TOPSS changes, updates and prepare clear and comprehensive reports and keep difficult records. Inquire on concerns of employee Safety Glasses information with Prison Industries employees. Must have knowledge of modern office methods, supplies, and equipment and a working knowledge of various computer software used in the office environment.

Abilities and Analytical: Ability to type at least 40 words per minute; show willingness and initiative to take independent action; follow oral and written directions; exercise good judgment; recognize and keep information confidential; maintain courteous, effective working relationships with co-workers and the public. Must have the ability to perform difficult clerical work, including the ability to spell correctly, use good English at a level required for successful job performance, make mathematical computations and operate various office machines (postage, fax, copier, printers, etc.) Flexible in the region office environment and willing to learn other tasks, evaluate situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must evaluate requests for information with discretion and/or refer to specialty for complex issues. Unfavorable legal action may negatively impact Caltrans if precautions are not taken. Decisions must be made carefully and consistently.

PUBLIC AND INTERNAL CONTACTS

Good verbal and written communications skills are required as there is extensive daily contact with personnel in other branches (IMMS & TOPSS Team, Personnel, Procurement, Accounting, etc), Headquarters, Local Agencies and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent may endure prolonged sitting and exposure to artificial lighting. Must have the ability to work on a keyboard and video display terminal, and sit for long periods of time. May be required to move/place objects by lifting, pulling, pushing, and carrying; as well as grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground and working in confined spaces. Must be physically and mentally sound to communicate effectively with employees. Creates and sustains an organizational culture which encourages others to provide quality services. Enables others to acquire the tools and support they need to perform well.

Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems. Must deal effectively with pressure, maintain focus and intensity. Will be required to deal tactfully and courteously with public under stressful and possible adverse conditions. Must be able to focus on precise work beyond the distractions of office traffic, be emotionally stable, alert, and aware at all times. Reason logically, draws valid conclusions, make appropriate recommendations, and adopts an effective course of action. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The employee will be based in the District 12-Orange Region Field Office in a climate controlled environment under

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artificial lights. Working on a Personal computer for long periods of time.
The incumbent may be required to travel for training.

Works a Monday thru Friday Permanent, Full Time Base work shift with every Saturday, Sunday off days.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE