

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION Division of Equipment/Maintenance & Repair/Shop 5/ 3229	
WORKING TITLE Office Technician (Typing)	POSITION NUMBER 932-025-1139	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:

Under the direction of the Shop Superintendent provides the expertise necessary to effectively and efficiently manage the Shop office. Responsible for various subjects including fleet management, personnel transactions, health and welfare. Requires maintaining confidentiality and discretion on sensitive matters. Must know who to contact and where to find needed information in all situations that may arise, emergency or otherwise. Typically works alone on assignments.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Provides assistance regarding administrative matters for the Equipment Superintendent, Supervisors, Materiel Managers, and Headquarters management and liaisons. This may include preparation of formal documents such as memos, spreadsheets, graphs and charts; maintaining various office logs including those for overtime, Staff Central information, training and progress reports; assists in the preparation and compilation of special projects; files appropriate documents and certifications such as safety meeting and supervisor inspection reports; takes minutes at various Division, District or Departmental meetings; assists with preparation of agendas, presentations or other pertinent materials; and verifies annual training plan. Maintains Shop Superintendent's calendar by scheduling meetings and conference rooms, interviews, employee leave time, and training for shop management.
25%	E	Assists staff with payroll and personnel issues which may include completion of medical and dental benefit forms and collection of appropriate documents needed for benefits enrollment or pay. Ensures documents are forwarded timely and to the appropriate Department headquarters staff. This may include hiring paperwork and post and bid announcements. Responsible for distribution of pay warrants, travel expense claims, and salary advances. Provides orientation for Shop employees. Keeps accurate and complete attendance records ensuring the proper use of leave balances. Schedules new hires for drug testing and processing of appropriate paperwork. Serves as a receptionist for appropriate mechanic classification exams given at the District and the Shop. Assists Headquarter Safety Office by maintaining records, processing industrial accident packets, FMLA, and safety-related documents. Verifies Safety Incentive Awards are credited to eligible employees. Works with appropriate Department employees regarding payroll and personnel matters to ensure things are processed accurately and timely.
10%	M	Processes incoming and outgoing mail. Orders supplies, answers phones and maintain the Shop's file system. Prepares new vehicle files, purges and retains vehicle files after units have been sold. Catalogs and files manual revisions and correspondence.
10%	E	Maintains logs for vehicle accidents, local requests and close and sell. Tracks vehicle accident reports.
05%	E	Prepares travel advance requests and make travel arrangements. Keep Employee records current in the Fleet Management computer Program. Records Management representative for the Shop.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles and practices of general business management, budgetary procedures, modern office methods, forms and equipment. Speak and write English at a level required for professional job performance. Working knowledge and principles of accident prevention and safety practices; methods to prepare and document equipment, materials and cost records; operates calculator, personal computer, prepares clear and comprehensive reports; analyzes situations and accurately adopts an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error could effect employee's pay, health benefits, or leave usage. Failure to provide correct information to a CalTrans employee or Shop Superintendent could result in costly, inadequate and unnecessary delay to equipment repair. Inaccurate response to the public sector could result in a negative public image of our CalTrans officers and CalTrans in general.

PUBLIC AND INTERNAL CONTACTS

Error could effect employee's pay, health benefits, or leave usage. Failure to provide correct information to a CalTrans employee or Shop Superintendent could result in costly, inadequate and unnecessary delay to equipment repair. Inaccurate response to the public sector could result in a negative public image of our CalTrans officers and CalTrans in general.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. Office temperatures may vary throughout the day.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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