

**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 019-1139-001	EFFECTIVE DATE November 1, 2015

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 I, 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)	Receive contract bid submittals and conduct formal public bid openings. Post solicitation addendums, bidder/planholder lists, bid results, and updates on Caltrans website and BidSync, as appropriate. Acquisition solicitation bid support including coordinating with Reprographics to assemble service contract bid packages. Data entry in DPAC databases including but not limited to the Contract Administration Tracking System (CATS) and Bid Line.
25% (E)	Serve as the Division Facilities Liaison. Participate in regular tenant facility meetings, communicate planned facility activities to Division management and staff, facilitate telephone service changes and workstation reconfigurations, maintain Division floor plan, and coordinate movers for pickup and/or delivery of bulk items. Act as the Division Property Control Liaison by coordinating equipment movement with the Division Property Controller and manage access to the Division equipment closet for check out and return of loan equipment. Coordinate and pick up acquisition reprographics orders.
25% (E)	Assist in tracking status of termination requests and approved claims for vendors and program staff. Maintain, archive, and purge files in condition necessary to comply with internal and external audits on location and at off-site storage location. Maintain Division files and participate in regularly scheduled records retention and destruction efforts. Assist in

responding to public records act requests by scanning, copying, redacting, emailing, mailing, and supervising public inspection of documents.

25% (E)

Acts as backup to Division Receptionist by answering phones and directing visitors on a rotational schedule in the Receptionist's absence. Administration support including scanning, copying, faxing, mailing, and preparation of correspondence. Prepare or update electronic spreadsheets. Key operator for copiers/fax machines/printers. May assist hiring managers by maintaining incoming applications, setting up job interviews and making interview packets for interview panel.

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 SIGNATURE DATE