

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Youth Aid	DISTRICT/DIVISION/OFFICE 22 Division of Human Resources	
WORKING TITLE	POSITION NUMBER 702-008-	EFFECTIVE 08/2014

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 the Staff Services Manager I (SSM I) and in a learning capacity, the Youth Aid will assist with Resource Management Branch duties within the Division of Human Resources (DHR). The Youth Aid will assist with DHR duties and responsibilities as needed and will be exposed to changing workload priorities.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	The Youth Aid will work alongside professionals within DHR's Resource Management Branch and/or other units within DHR to assist with the development and management of digital HR documents using an electronic database. The incumbent will schedule, pull, and prepare confidential HR documents for scanning into an electronic database in accordance with DHR's business functions. The incumbent will assist with the review of all scanned documents to ensure each has been correctly uploaded and to determine the correct categorization of each document utilizing Caltrans' organizational charts and written procedures.
35% (E)	The incumbent will gain knowledge of federal and state-required HR documents. The incumbent will assist with the legal requirements for recordkeeping, retention of employee files, and other employment-related records. The incumbent will ensure Caltrans' record retention policy is in compliance with federal and state recordkeeping requirements by re-organizing existing files and ensuring documents are maintained, updated, and purged accordingly.
25% (M)	The incumbent will learn the division's daily activities and will assist with developing improved processes and procedures including confidential record keeping.

¹ ESSENTIAL 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 EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess good organizational skills, knowledge and practice of superlative telephone reception techniques; ability to operate basic office equipment and computer programs such as Microsoft Office. Must possess a valid typing certificate with the ability to type 40 words per minute.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incorrect information provided to the public and Department employees may damage the Department's credibility. Incorrect information to employees could have a serious impact on their employment benefits.

Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with DHR staff, the public, visitors, management, and other personnel throughout Caltrans and other agencies. The incumbent must maintain a good working relationship with all customers, internal and external. The incumbent must work with others in a cooperative and professional manner.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must respond appropriately to situations. Employee may need to bend, stoop, and kneel. Employee must be able to organize volumes of varied documents. Employee must be able to multi-task and prioritize work.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. The work site may have limited viewing access to the outdoors and the incumbent will work in a cubicle office setting.

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 Name (please print)

Employee signature Date

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

Supervisor Name (please print)

Supervisor signature Date