

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Youth Aid | OFFICE/BRANCH/SECTION 56/Maintenance/Office of Management Services | |
| WORKING TITLE Youth Aid | POSITION NUMBER 913-660-9991-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:

Under close supervision of the Chief, Office of Management Services, a Staff Services Manager I, in a training capacity, the incumbent will assist in a wide range of services relating to the Management Services Unit/Division of Maintenance. Duties may include but are not limited providing clerical support to the staff and management of the Division of Maintenance. Regular and punctual attendance is required.

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|---|
| 50% | E | The Youth Aid will work alongside professionals within the Office of Management Services to assist in the development and management of digital budget records and correspondence. The incumbent will schedule and prepare records for scanning into an electronic database. The incumbent will assist with the review of all scanned documents to ensure each has been correctly uploaded and categorized. |
| 30% | E | The incumbent will learn the Division's daily activities and will assist with developing improved processes and procedures including Divisional-filing systems and indexed filing systems. Effectively coordinates with other Office Technicians to maintain these systems. |
| 20% | M | Provides backup and other clerical functions including but not limited to; coping and distributing reports and memos, general filing, delivering mail, general copying, assembling binders, and other duties as necessary. |

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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess good organizational skills; ability to operate basic office equipment and computer programs such as Microsoft Office.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for following oral and written directions, completing assignments thoroughly, working under pressure to meet deadlines of assigned work, and notifying the Staff Services Manager I, if the deadline cannot be met. Consequences may include missed deadlines and poor working relationships.

PUBLIC AND INTERNAL CONTACTS

The incumbent is in personal contact with professional staff within the Department, Division of Maintenance and other Divisions, and is in telephone contact with staff from other Divisions. The incumbent receives telephone calls from the general public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to sit for long periods of time using a keyboard and video display terminal. May also use telephones for extended periods while collecting/disseminating information. The incumbent must be able to work under extremely tight time frames, and under sensitive situations.

WORK ENVIRONMENT

The incumbent works on the third floor of a six-story building in downtown Sacramento. The work setting is open space with modular furnishings, in a climate-controlled office, under artificial light. Prolonged sitting while using a personal computer will be required. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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