

POSITION DUTY STATEMENT

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PM-0924 (REV 03/2006)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Assistant (General)	REFS/Office of Business Services & Security/Microfilm	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Microfilm Lab Assistant	1702-035-1379-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE)

Under the direct supervision of the Staff Services Manager I, the incumbent will assist performing a variety of support duties in the Microfilm Lab relating to the microfilming and archiving of the Department's vital records.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage	Job Description
Essential (E) Marginal (M)	

40% (E) Maintains increasing volume of aperture card files on as-built plans, awarded contract plans, and encroachment permit plans to support retrieval requests for customers. The microfilm aperture cards are filed by district, contract numbers/permit numbers and post miles. The maintenance of the high volume files is critical to the retrieval process. Any misfiled aperture cards will result in the inability to retrieve documents for the customers

40% (E) Will assist in archiving original (silver Halide) aperture cards at the State Records Center vault, inventories microfilming equipment, assists in workload/production reports, interacts with State Records Center personnel on matters relating to microfilming and storage, keys contract/permit information into a database, retrieves statistical contract/permit information from database, regularly updates database, and recommends improvements/enhancements.

15% (M) :Maintains customer service within the micrographics unit. Retrieves engineering drawings on aperture cards or microfilm rolls from files for customers. Once cards or rolls are retrieved, assists the customers to review the film or incumbent prepares a hard copy for the customer. Incumbent uses a reader printer to print out copies.

5% (M) Operates the Quintek to view microfilm aperture cards of awarded contract plans. Incumbent requests the Reprographics Shop to provide a copy of the plans for each awarded contract, uses the electronic plans in the Microfilm Folder on the Shop server of the Shop's CD copy and accesses the file via the Quintek to begin the automatic filming process. Incumbent loads the card tray as needed to complete a project, reviews the project identification to insure accuracy, and verifies legibility of the microfilming. The incumbent boxes the verified cards, sends to a vendor for creation of the silver halide aperture cards, upon return from vendor, files the digital copy, and archives the silver halide cards

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 OR GUIDANCE EXERCISED OVER OTHERS

None

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of American National Standards Institute & Association for Information and Image Management standards for archive and long term storage film applications, familiar with vital records protection and disaster recovery programs. Key data systems-daily input plans database: tracking of work processed to and from contractors, which requires input of daily production records, contractor volumes, storage listings, retrieval information thus providing audit trails of all keyed data.

Knowledge of established film filing procedures and quality review procedures necessary to endure long term and active retrieval situations. Ability to review current filing practices and recommend procedures to improve consistency and ease of retrieval.

Effective communication skills to deal with various levels of personnel in a customer services capacity.

Must be able to work as a team member with all staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERRORS

The incumbent will compare the original drawings to the microfilm produced by the contractor to verify accuracy and quality, and file aperture cards. The failure to follow proper procedure could result in unreadable or missing microfilm, and the inability to locate film media for prints and vital records information in emergencies.

The inability to retrieve documents for a legal case could result in the state's loss of millions of dollars in damages. The inability to retrieve such documents in an emergency situation, i.e., earthquake, floods, etc. could result in significant response delays and sizable monetary losses.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be in contact with various levels of Department personnel for microfilm retrieval and duplication and direct contact with outside contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: This position is physically demanding and requires employee to sit for long periods at a time.

Mental: Must have the ability to successfully adapt to changing situations and priorities, and complete multi-tasks or projects in a high quality, timely manner.

Emotional: May be subjected to and have the ability to handle irate individuals in a calm manner. Must be able to resolve emotionally charged issues reasonably and diplomatically. Values diversity and the individual differences that each employee brings to the workplace. Conduct yourself in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service, value cultural diversity and others individual differences in the workplace: ensure that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. The primary workspace is of modular design, containing computer and telecommunications equipment.

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I have read, understand and can perform the duties listed above 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 (Print)	DATE
_____	_____
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
_____	_____
SUPERVISOR	DATE