

POST & BID POSITION ANNOUNCEMENT
Bargaining Units 1, 4 and 11

1. Reference #: 22-2-020 2. Position Number: 702-035-1441-XXX 3. Date of Posting: August 19, 2011
4. Classification: Office Assistant (General) 5. Salary Range: \$2074.00 - \$2770.00
6. Pay Differentials That Apply To Position: N/A
7. Working Hours Of Position: 8:00 am to 4:30 pm
8. District/Division: 22/DBFS Section: Business Services Geographic Location: HQ 1120 N St Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) Determination for relocation will be made by Hiring Supervisor.

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum. (One year of clerical work experience may be substituted for the required education.)

B. Technical & Professional Skills & Abilities:

Extensive data entry; input of daily production records and storage listings. Retrieval of statistical contract/permit information from database.

Knowledge of American National Standards Institute & Association for Information and Image Management standards for active 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 analyze 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.

C. License and/or Certification Requirements:

N/A

D. Physical Abilities to Perform Essential Functions:

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

E. Other Departmental Requirements:

N/A

F. Duty Statement/Description of Duties:

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.

10. Final Date and Time for Receiving Bid: August 29, 2011 5PM COB

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Department of Transportation, Business Services Attn: Jonathan Phillips

Address: 1120 N Street MS-89

Telephone Number: 916-654-5737

FAX Number: 916-654-6376

E-mail Address: jonathan_phillips@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: 8/30/11 To: 9/6/11
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): _____
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)