



DUTY STATEMENT	
Classification: Program Technician	Position Number: 170-9927-920
Division/Office/Section: AFITS Division/ Administrative Services Branch	
Location: Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): 04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under supervision of the Branch Chief and lead direction of the supervisors within the Administrative Services Branch, the Program Technician will receive on-the-job training to work independently, communicate effectively, manage multiple tasks, and become technically proficient. Incumbent will perform technical work the CalRecycle’s Business Services unit, Contracts Unit, Training Unit, and Human Resources Section.

ESSENTIAL FUNCTIONS

- 40% Assist the Business Services Unit with the gathering, organizing, and analyzing of business services data. Monitor and assist with the Business Services’ departmental-wide requests on a continual basis. Assist with moving, organizing, and recording record retention boxes. Assist with the Department’s mail by receiving and sorting incoming mail and processing/packing outgoing mail and supply orders. Assist with checkout of state vehicles for pickup & delivery.

- 20% Assist the Human Resources Section with the filing of various paperwork and delivery of confidential packets/packages throughout Sacramento.

- 15% Assist the Contracts Unit with various tasks including but not limited to organizing, reproducing, delivering, and receiving contracts.

- 10% Assist the Training Unit with the setting up and taking down of trainings and various other tasks.

MARGINAL FUNCTIONS

- 5% Perform various warehouse duties such as organizing stock, filling orders, and taking inventory.

- 5% Assist with other duties and projects as they arise in the Administrative Services Branch.

- 5% Assist with the vehicle maintenance of CalRecycle’s fleet on an as-needed basis.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- Requires the utilization of a self-contained breathing apparatus.*
- Operates heavy motorized vehicles.*
- Requires repetitive movement of heavy objects.*
- Performs other duties requiring high physical demand.* (Explain below)
*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- VISION** – You must have sufficient vision to perform the following duties: read and write.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor's instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: physical labor such as cleaning, lifting and moving items.
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- LIFTING** – You must be able to lift up to 35 pounds to perform the following duties: moving archive boxes, bulk mail and inventory.
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others.
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: receiving paperwork, boxes, and inventory from departments and business to be delivered to business locations throughout the Sacramento area.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date