



EMPLOYMENT OPPORTUNITY

1. RPA #	CTC 14-08
ANALYST'S INITIALS	SJ
DATE	1/13/15

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (Typing)	POSITION NUMBER 696-004-1139-008	TENURE PERMANENT	TIME BASE Full Time	CBID R04
OFFICE OF California Transportation Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$2,740.00 TO \$3,429.00
SEND APPLICATION TO: CA Transportation Commission 1120 N Street, MS-52 Room 2221 Sacramento, CA Attn: Rosemary Mejia	REPORTING LOCATION OF POSITION 1120 N Street, Room 2221, Sacramento			
	SHIFT AND WORKING HOURS DAYS - 8:00 a.m. - 5:00 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 654-4245	PUBLIC PHONE NUMBER () -		
	SUPERVISED BY AND CLASS TITLE Will Kempton – Executive Director			
			FILE BY 1/26/15	

SELECTION CRITERIA - -

- Please submit a cover letter and a Standard State Application (STD 678). State the basis of your eligibility in the job title box. Electronic copies of applications will not be accepted.
- Applications will be screened and interviews may be held.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list

DUTIES

Under the direction of the Executive Director, the Office Technician (Typing) (OT) performs a variety of the most difficult clerical tasks required for the day to day operations of the California Transportation Commission. The OT is expected to consistently exercise a high degree of confidence, initiative, independence, and originality in performing assigned tasks

ESSENTIAL FUNCTIONS

In order to provide administrative support to the Executive Director the OT:

- Ensures the Executive Director's scheduling priorities are appropriately reflected in his/her calendar.
- Reviews subject matter and ensure appropriate entities including; Federal, State, Regional Agencies, Commissioners, and staff are included for attendance.
- Prepares and types correspondence, memoranda, reports, and/or briefing materials needed for meetings.
- Provides the Executive Director with an itinerary of the day's activities and scheduled meetings.
- Monitors and updates weekly status meeting to provide itineraries for upcoming weeks and identifies conflicts pertaining to the Executive Director's schedule.
- Maintains communication so that the Executive Director is notified of all changes to the schedule and has all documents and briefing materials prior to meetings.
- Briefs the Executive Director on actions taken during his/her absence.

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION. ♦ IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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ESSENTIAL FUNCTIONS (continued)

Ensures travel arrangements and claims are in accordance with the State Administrative Manual policies and procedures the incumbent:

- Prepares travel arrangements for Commissioners, Executive Director and staff, including out-of-state/country travel.
- Prepares Commissioners', Executive Director's and staff's travel itineraries.
- Provides support to Commissioners and Commissioners' assistants pertaining to administrative matters.
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In order to ensure critical deadlines are met and confidential material is secure, the incumbent:

- Maintains and types a log of mail or items for action for the Executive Director, distributes referrals/assignments to proper staff.
- Assigns to appropriate staff member for reply, if necessary.
- Tracks, monitors and evaluates the progress and completion of assignments to ensure that all deadlines are met.

Serves as the initial contact person for CTC in order to assist internal and external employees and clients by:

- Answers a multi-line telephone system; Receives and screens incoming telephone calls and greets visitors (including local partners, officials from other governmental entities, the California State Transportation Agency staff, and the Governor's Office).
- Directs all technical policy-related questions to appropriate staff.

KNOWLEDGE AND ABILITIES**Knowledge of:**

- Reading comprehension.
- Mathematical calculations.
- Writing skills.

Ability to:

- Perform difficult clerical work, including ability to spell correctly.
- Use good English.
- Make arithmetical computations.
- Follow oral and written directions.
- Evaluate situations accurately and take effective action.
- Read and write English at a level required for successful job performance.
- Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.
- Communicate effectively.

Special Requirement:

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Also, the incumbent must be able to develop and maintain cooperative working relationships. Interact well with high level officials.

DESIRABLE QUALIFICATIONS

- Demonstrated ability to act independently.
- Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to meet competing deadlines and changing priorities.
- Familiarity of personal computers, Microsoft Word, Excel, and Lotus Notes.
- Familiarity with Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs.

