

**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Office Technician (Typing)	Medical Board of California
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
	Executive - Sacramento
<b>Position Number</b>	<b>Effective Date</b>
629-110-1139-006	

Under the general direction of the Administration Manager, Staff Services Manager I, the incumbent works at the advanced journey level as part of the Executive Office's clerical support team. The incumbent is responsible for answering, screening, directing and responding to phone calls from the public, licensees, board members, legislators and their staff, and other state departments. The incumbent provides support to the Deputy Director and Staff Counsel and other Executive Office staff. The incumbent serves as the Medical Board of California (MBC) Attendance Coordinator.

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

**35% PERSONNEL SUPPORT (E)**

- Serves as the MBC Attendance Coordinator assisting all MBC Attendance Clerks and employees with all attendance related issues; ensures Attendance Clerks are aware of upcoming deadline dates and all 634's and 672's are submitted timely; tracks, receives and audits all 672's to ensure leave credits/codes for each employee's 634 are correct and accurate; resolves and attendance discrepancies; submit 634's and 672's to DCA timely; acts as a liaison between MBC and DCA's transaction specialists; assists Attendance Clerks and employees resolve any 634 amendments. **(25%)**
- Types, copies, sorts, files and maintains personnel documents. Types, prepares, maintains and updates new employee packets and benefit packages and distributes to all new MBC employees (new to state, transfers, RA's, Student Assistants and PI's). Develops, maintains and updates Attendance Clerk procedure manual. **(10%)**

**30% DEPUTY DIRECTOR AND STAFF COUNSEL SUPPORT (E)**

Provides clerical support to the Staff Counsel III and Deputy Director to include: typing letters, reports, memos, forms and other documents in draft and final form; materials may be of a confidential/sensitive nature. Coordinates travel arrangements and prepares travel expense claims for the Deputy Director.

**25% EXECUTIVE OFFICE SUPPORT (E)**

Receives, screens and directs telephone calls received in the Executive Office; determines when calls need to be referred to other Board units or other agencies and redirects them accordingly. Answers routine questions related to professions and occupations regulated by the Medical Board. Receives, opens, reviews and

distributes all incoming mail, correspondence and documents to appropriate executive office staff.

**10% OTHER JOB RELATED DUTIES AND BACK-UP SUPPORT (M)**

Acts as backup support to the Administrative Assistant and Executive Assistant; assists with preparation of documents for mailing, miscellaneous typing of various documents or other clerical duties. Assists in preparing reproducing, assembling, and mailing Board agendas and meeting packets. Performs other job-related duties as required.

B. Supervision Received

The incumbent works under general direction from the Administration Manager, and with lead direction from the Executive Assistant.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily and direct contact with the Executive and Administrative Office staff and other board employees regarding routine state business. As one of the Executive Office receptionists, the incumbent will also have direct contact with board and committee members, the Department of Consumer Affairs, Deputy Attorney Generals Office, Department of Finance, Legislature, and State and Consumer Services Agency and members of the press regarding routine state business concerning the Medical Board of California and associations such as the California Medical Association related to licensee issues, Board policy and etc..

F. Actions and Consequences

Failure to effectively perform the duties of this position could impact the work products of the Deputy Director, Staff Counsel and other Executive Staff which may ultimately impact the Board's ability to carry out its mission to protect California healthcare consumers through proper licensure and enforcement of physicians and surgeons and certain healthcare professions and promote access to quality medical care. As one of the Executive Office receptionists, failure to perform duties effectively could result in incorrect or incomplete information disseminated to California Health Care Consumers, board members, the department, other state agencies, medical associations and the Governor's Office possibly creating a negative perception of the Board. If the incumbent does not perform the Attendance Coordinator duties and responsibilities accurately and completely, it may have an impact on the MBC employee's and the additional time required to make necessary corrections.

G. Functional Requirements

No specific physical requirements are required: The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. **Must be able to lift 20-25 pounds and stand for up to four to six continuous hours approximately once a month. This position requires regular daily attendance and a regular work schedule (Monday through Friday between 8:00 a.m. and 5:00 pm).**

H. Other Information

Incumbent must possess strong administrative skills, ability to work in a team environment, ability to communicate effectively, verbally and in writing, ability to work under pressure and ability to handle multiple assignments, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to MBC Staff, Board and Committee Members and management needs.

The incumbent may be privy to sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Printed Name

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

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Supervisor Signature

Date

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Printed Name

Revised: April 2014 CZ

Approved: June 2014 JM