

JOB OPPORTUNITY

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| Job Opportunity Bulletin: | #08-133 |
| Final Filing Date: | May 4, 2009 or Until Filled |

| Position: | Salary: | Location: |
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| Office Technician (Typing) ***Revised*** | \$2,686 - \$3,264 | Office of Statewide Health Planning & Development Facilities Development Division (FDD) 400 R Street, Suite 200 Sacramento, CA. 95811-6213 |

General Statement: Under general direction of the Staff Services Manager II (Supervisory), the Office Technician (T) provides clerical support for the Hospital Building Safety Board (HBSB) and the Contract Management, Pre-Approval, Geotech and Administrative Services functions.

Duties:

- Provides general support for activities of the HBSB, acts as liaison between FDD and HBSB.
- Serves as logistical planner, secures meeting facilities and services needed for conducting Board business.
- Maintains database, e-mail lists for the Board's mailing lists, monitors the Board's contract record of expenditures.
- Initiates and monitors preparation and distribution of agenda items and meeting materials for Board and designated committee meetings and appeals by U.S. mail, email, and posting on the Division's Website.
- Schedules and operates audiovisual equipment to document Board proceedings, takes meeting notes, edits technical meeting minutes and reports from the quarterly Board meetings and other designated committee meetings and appeals.
- Initiates and processes Board Member appointment and re-appointment documents.
- Processes travel expense and compensation claims for Board and consulting members. Maintains and reconciles invoices and the Cal-Card statement for purchases associated with the HBSB.
- Negotiates contracts and pricing for goods, meeting facilities and services needed for conducting Board business.
- Provides support to the Procurement function.
- Prepares weekly and monthly unit attendance and activity reports. Maintains Section itinerary.
- Monitors and reviews expense claims and records for accuracy prior to submitting to managers/supervisors approval.
- Serves as backup to the Executive Assistant and FDD main receptionist. Screens and refers incoming calls.
- Provides support to the Operations Services Section managers/supervisors and staff.
- Maintains a tracking system to ensure appropriate briefing documents, correspondence, related materials and work assignments are acted upon in a timely manner. Maintains confidential and administrative files.

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communication with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Facilities Development Division
Attention: FDD Personnel (**JOB #08-133**)
400 R Street, Suite 200
Sacramento, CA 95811-6213

For more information contact Terry Meleski at (916) 440-8450.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an 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, the rules governing civil service, and the special trust placed in public servants.