

JOB OPPORTUNITY

Job Opportunity Bulletin:

#08-152

Final Filing Date:

April 6, 2009 or
Until Filled

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

General Statement: Under general direction of the Supervisor, Health Facilities Review (HFR) with lead direction from Regional Compliance Officer (RCO), Health Facilities Construction (HFC) and regional Senior Architect; the incumbent provides support for a specific geographic region.

Duties:

- Provides clerical support to the Supervisor HFR, RCO and regional architects and engineers.
- Attends meetings as needed to record meeting minutes, transcribes and disseminates minutes.
- Maintains confidential and administrative files.
- Maintains the Supervisor HFR and RCO's calendar.
- Secures all travel arrangements for the Supervisor HFR and RCO and maintains expense claims and records using CalATERS.
- Screens and refers incoming calls.
- Screens incoming correspondence and refer for appropriate action.
- Assists the Supervisor HFR and RCO in the preparation of quarterly briefing materials, PowerPoint presentations for seminars and public meetings/speeches, etc.
- Prepares confidential and highly sensitive memos, reports, and correspondence for the Supervisor HFR and RCO signature, responding to written or verbal inquiries, regarding various issues.
- Edits correspondence for grammar, spelling and clarity.
- Files, updates and maintains regional code books.

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 communicating 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 #08-152**)
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.