



Classification: Office Technician (Typing)	Position No. 8200-1139-802
CBID: R04	Office: Demand Analysis (Administration)
Date Prepared: June 5, 2017	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Demand Analysis Office (DAO) Manager within the Energy Assessments Division (EAD), the incumbent independently performs the most complex clerical and technical support duties for the office manager, five supervisors, and a staff of professional energy analysts, specialists and engineers. The incumbent interfaces with a variety of staff within EAD and the Energy Commission, either while providing support to or representing the DAO, or working with other EAD or Energy Commission staff on coordinated projects. The incumbent also interfaces with individuals and entities external to the Energy Commission.

WORKING CONDITIONS: The work is performed indoors in an office setting and involves sitting, standing, and walking. The incumbent is required to work independently and/or in a team environment, interacting with DAO, ESAD, and other Energy Commission staff. The incumbent frequently will use an Energy Commission–provided personal computer and software, as well as other office equipment. The incumbent is expected to maintain a well-organized work space, prioritize daily workload, and perform well under the pressure of time constraints.

DUTIES AND RESPONSIBILITIES:

The incumbent performs a full range of clerical and technical support duties within the DAO, and is required to exercise initiative, independence and sound judgment in successfully completing assignments and managing daily support workload. The incumbent is responsible for maintaining and updating administrative and document tracking systems; ensuring the office’s administrative and clerical office policies and procedures are consistent with ESAD and Energy Commission guidelines; and demonstrates a high degree of independence, initiative and originality in performing office administrative functions as well as general technical and clerical tasks in support of the DAO’s projects and workload needs. More specifically:

- 45% Provides technically advanced clerical support for DAO’s work related to the Energy Commission’s Integrated Energy Policy Report (IEPR), including reviewing, editing, typing, and preparing tables, charts, and graphs for inclusion in the report. Coordinates with DAO and other Energy Commission staff and tracks routing of documents to ensure appropriate internal review and approval procedures are followed for DAO reports and contributions to the IEPR. Collaborates with DAO and other staff to ensure reports are prepared in accordance with Energy Commission style guidelines, including proper formatting. Completes assignments within deadlines and verifies DAO documents for accuracy. (E)
- 30% Establishes, implements, and maintains document tracking procedures ensuring accurate and timely document handling for program related documents and reports as well as administrative documents. Maintains an efficient filing system for correspondence, reports, and administrative documents. Documents, processes and tracks DAO purchase, training, and travel expenses. Makes training and travel arrangements for DAO staff. Prepares all necessary documents including travel justifications and travel expense reports in accordance with established state guidelines. Answers DAO’s central office telephones, including calls coming directly to the clerical support staff as well as those rolling over from other DAO staff.



Deals effectively and tactfully on the telephone or in person with a wide variety of public contacts. Provides answers to general questions regarding DAO programs from Energy Commission staff as well as individuals and entities outside of the Energy Commission, or refers inquiries to appropriate staff for resolution. Orders and maintains DAO's office supplies and equipment in accordance with internal purchasing policies and procedures. (E)

20% Provides general technical and clerical support for the Office Manager and other DAO staff, including timekeeping and independently composing correspondence that may include gathering and compiling data from technical and administrative staff. Types and edits highly technical reports, charts, letters, and memorandum from rough draft to final form; reviews outgoing correspondence for correct grammar, spelling and formatting. Coordinates with other Commission staff to assure consistency in style and format, and ensures Energy Commission policies and procedures are followed. (E)

5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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EMPLOYEE Office Technician (Typing) Support Staff, Demand Analysis Office	SIVA GUNDA Energy Resources Specialist IIII (Managerial) Manager, Demand Analysis Office
Date	Date