

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name Vacant	Classification Name Business Service Assistant (Spec.)	Position Number 326-312-4707-002
Division/Unit Business Services Office	Date	Prior Incumbent
		Pos. # (if applicable)

SUMMARY OF RESPONSIBILITIES

The Mission of the Department of Fair Employment and Housing is to protect the people of California from discrimination in employment, housing and public accommodations and, from the perpetrations of acts of hate violence.

Under the close supervision of the Business Services Manager, the Business Service Assistant (Specialist) is responsible for performing a variety of Business Service functions in the Unit. Duties include, but are not limited:

Description of Essential Functions:

- 25% **Procurement:** Review and process routine office procurement requests for goods, services, duplication and printing; including preparing purchase estimates, purchase orders, and service orders; process for approvals and encumbrance of funds through the Financial Information System for California (Fi\$Cal); and maintain purchase records and logs.
- 20% **Property Inventory:** Act as Liaison for the Department with General Services on surplus property. Process Std. 152 Property Survey Report, for surplus of property, maintain property surplus list of donees and property surplus files/logs for all DFEH offices.
- 20% **Contracting:** Create routine maintenance and lease/rental equipment contracts, Maintain contract files, review situations and resolve issues involving routine maintenance of lease/rental equipment contracts and take effective course of action.
- 15% **General Office:** Acknowledge public at reception window, courier deliveries and pick ups; receive and distribute Interagency mail, U.S. Postal mail and special deliveries; prepare and post outgoing mail; advise employees of the best way to ship materials and arrange for special pick-up services; maintain logs and records. Assist staff with the telecommunications requests to reset telephone passwords.
- 10% **Facilities/Building Management:** Resolve Headquarters' building issues such as carpet cleaning, lighting and repairs by contacting Property Management for office issues, inquiries and requests.
- 5% **Records Management:** Maintain master forms list, review and update record retention schedules, records transfer lists and arrange for records to be transferred to the State Records Center.
- 5% **Special Projects/ Reporting:** Prepare Administrative and Annual Reports and assist in the preparation of special projects assigned by the Business Services Manager following the mandates by the State Administrative Manual, the State Contracting Manual, and the Purchasing Authority Manual.

Desirable Qualifications:

- Strong background in the state procurement and contracting processes
- Must be able to adapt to changing priorities
- Excellent verbal and written communication skills
- Excellent customer service skills and ability to work with diplomacy and tact in difficult situations
- Experience/Knowledge of maintaining purchase records and/or logs
- Experience/Knowledge of dealing with US Postal mail, deliveries, shipping materials, and special mail pick-up services
- Experience /Knowledge of dealing with building, facilities, or property management staff
- Knowledge of computer programs such as Word, Excel, Outlook, Internet applications

Supervision Received:

The Business Service Assistant Specialist (BSA) receives close supervision from the Business Services Manager and may receive direction from the Deputy Director of Administrative Services.

Supervision Exercised: None

Administrative Responsibility:

Adhere to the laws, rules, policies and procedures as outlined in the State Administrative Manual, State Contracting Manual, and Government Codes, Public Contracts Codes, and guidelines set by the Department of General Services Procurement Division, Real Estate Design Services, Telecommunications Divisions and the Department of Fair Employment and Housing policies and procedures.

Personal Contacts:

The Business Service Assistant (Spec.) has daily contact with departmental staff, management, vendors, and building property management.

Actions and Consequences:

Failure to manage projects closely may hinder productivity and result in financial loss to the department. Adhering to timelines is critical, as Business Services is responsible for promptly securing services and equipment to meet the daily needs of the department's offices.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Signature of Employee

Date

Supervisor's Signature

Date