

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Office Technician General
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-1138-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Team Leader designated for deployment, the Office Technician General (OT)(G)/Administrative Specialist (AS) is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit or Mission Support Team (MST).

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	ESSENTIAL FUNCTIONS: In order to meet the CAL-MAT Unit and/or MST mission and objectives during a disaster and activation, and in support of the Team Lead, the OT (G)/(AS) will: <ul style="list-style-type: none"> • Perform work assignments necessary to provide, obtain and/or negotiate administrative and office services such as travel arrangements, lodging and telecommunication services during deployment for the CAL-MAT Unit. • Assist Team Lead with the disaster mobilization and transportation plans for the CAL-MAT Unit. • Assist and update roster and contact information of key CAL-MAT Unit personnel. • Manages changes to the published deployment roster during actual disaster response mobilization, including personnel substitutions as necessary, to ensure the ability of the unit to field a complete CAL-MAT Unit appropriate to needs of the specific mission.
25%	

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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20%

ESSENTIAL FUNCTIONS (continued):

- Prepare recurring and special one-time reports (e.g. personnel hours, travel expenses, and any other data pertaining to the event) regarding CAL-MAT Unit activities during deployment.

20%

- Prepare and submit procurement requests to the Team Lead for approval and tracking.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Shall be required to work in the field, with MST to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend.
- Ability to work irregular work hours (7 days a week, 12 hour shifts).
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals, and people of various level of responsibility within state, local, and the federal government.
- Ability to consistently exercise good judgement and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.