

STATE OF CALIFORNIA

GOVERNOR'S OFFICE of PLANNING AND RESEARCH

Office Technician (Typing)/Exempt
Salary: \$2658-\$3494
Location: Sacramento

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. It is the objective of the State of California to achieve a drug-free workplace.

Under the general direction of the Strategic Growth Council (SGC) Executive Director and Deputy Director, the Office Technician (Typing) is responsible for various tasks, including day-to-day administration of office procedures and protocols, scheduling, meeting preparation, report preparation, and staff support services. Specific duties and responsibilities include, but are not limited to, the following:

Typical Duties

This position supports efforts of SGC staff, including the scheduling and coordination of interagency meetings, internal SGC staff meetings, and report preparation. Prepares and coordinates the bimonthly SGC Public Hearings, including logistical coordination, production and distribution of meeting materials, scheduling, and meeting minutes in compliance with the Bagley-Keene Open Meeting Act. Supports communication efforts of SGC, including coordination of website content and outreach materials with technical staff and management. Develop and implement procedures, coordinate and track operations and activities to ensure projects are completed in a timely manner. Compose, proofread, and edit reports, resolutions, agendas, and other documents. Make travel arrangements as necessary and perform other office duties as required.

Required Skills, Knowledge, and Abilities:

General knowledge of all functions, policies, and procedures of the SGC, operations and structures of state government, principles and procedures used in report preparation and record keeping. Knowledge of standard email, word processing, database management programs, and basic graphic design.

Ability to work under pressure and meet deadlines, work cooperatively with other agencies, departments, governmental institutions, and outside agencies and stakeholders. Communicate clearly and concisely, both orally and in writing. Exercise a high degree of initiative, independence and originality. Handle multiple project assignments; plan, prioritize, organize and coordinate office activities and schedule work; participate in problem resolution; provide varied administrative assistance to departmental head and staff; perform general clerical work including maintenance of appropriate records and compile information for reports.

Compensation and Benefits:

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and Sick Leave or Annual Leave
- Professional Development Day – two day per fiscal year
- Medical, dental, and vision insurance

- Life insurance basic coverage \$25,000 for supervisors, confidential, and excluded employees.
- Voluntary enrollment into a deferred compensation program Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
- This position is exempt from Civil Service.

Final Filing Date:

July 25, 2014

Review and Selection Process:

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Office Technician serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

If interested, please email a resume to:

jobs@sgc.ca.gov

Contact phone number is (916) 324-9736 or emails may be directed to Stacy.Hawk@opr.ca.gov