

DUTY STATEMENT

Class Title Management Services Technician (MST)	Position Number 581-330-5278-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Prevention First Program	
Section Program and Policy Section (PPS)	
Branch Chronic Disease Control Branch (CDCB)	
Division Chronic Disease and Injury Control Division	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees, vendors or contractors; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under supervisions, the M S T provides direct support to the Section Chief and professional staff of the Program and Policy Section (PPS), CDCB. The MST works closely with management and professional staff in performing the less complex gathering and analysis of program information, interprets written material and formats information for oral presentation, fact sheets, talking points; attends meetings and supports PPS staff on trainings, summits, conferences pertaining to diabetes, cardiovascular disease, and other chronic diseases, as requested. The MST will be responsible for preparing and routing federal grant applications, continuing funding applications and progress reports for approval. Work closely with professional staff on administrative and fiscal duties and leads on website updates.

Supervision Received: Under supervision of the Health Program Manager II, Program and Policy Section

Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
40%	Provide assistance to PPS professional staff in performing program and contract management duties, assist with coordination of research to respond to programmatic and budget assignments. Complete the less complex formal or informal special projects, analytical studies or other assignments, such as developing presentation, fact sheets, and talking points as requested. Supports staff with planning trainings, summits and conferences; prepare meeting notices, agendas, meeting materials and post-meeting materials. Schedules and registers staff and management for travel and training, reviews written and numerical data for accuracy on travel expense claims for submission to accounting for timely reimbursement. Organizes meetings, teleconferences, webinars, manages the room reservation and set-up of Audio Visual (AV) Equipment for webinars, trainings, and meetings.

Percent of Time	Essential Functions
30%	Supports PPS professional staff with maintaining contract expenditure records by using Excel software; review and correct CalSTARS fiscal reports; process invoices, Prepare service orders, purchase orders and BRFS MOU for processing, as needed. Coordinate responses to

public, legislative, and media inquiries related to diabetes, cardiovascular disease, and other chronic diseases, as requested. Work with professional staff to prepare federal grant applications, continuing applications, progress reports, and other requested reports. Maintain the organization of files on shared drive, support all data base activities and update program webpages.

25% Conduct research to respond to intra-departmental drills and request for information. Research responses to inquiries and perform completed staff work in responding to drills. Assists in preparation of less difficult bill analyses, Budget Change Proposals, and legislative concepts/proposals, finance letters, and other required reports.

Percent of Time Marginal Functions

5% Performs other work related duties as required.

Employee's signature	Date
Supervisor's signature	Date