



# career opportunity

## California Department of Technology

Operations Division/Office of Technology Services/  
Administrative and Office Support

Management Services Technician \$2,609 - \$3,690

Permanent/Full-time

Final File Date: 11/29/2016



### Who Are We?

The Department of Technology's Office of Technology Services (OTech) is one of the largest suppliers of information technology services to state, county, federal, and local government entities throughout California. Through the use of a scalable, reliable and secure statewide network, combined with expertise in voice and data technologies, OTech delivers comprehensive, cost-effective computing, networking, electronic messaging and training solutions to benefit the people of California. We are one of the few state entities with a state of the art Tier III data center.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. This position is located in Rancho Cordova with free parking.



### What You'll Be Doing...

Under the supervision of the Staff Service Manager I, Administrative and Office Support Services, the Management Services Technician (MST) will perform varied administrative tasks and other related work. The MST is responsible for providing clerical support and regularly assist in preparing less complex technical reports, gathers and tabulates simple data, prepares simple charts, and prepare routine correspondence. The MST will act as a liaison for the Office of Technology Services (OTech) and provide support in the area of personnel, budgeting, IT acquisitions and contract, and act as the Attendance Coordinator in support of the California Department of Technology, Office of Technology Divisions.

For a more complete job description, click on this link to view the Duty Statement:

[Management Services Technician](#)





# career opportunity

We're looking for dedicated, talented individuals who possess the following skills, abilities, and can work in the following environment:

- Experience in Microsoft Office Suite
- Knowledge of office management principles, methods and procedures
- Knowledge of procedures and best practices in Human Resources, Fiscal and Contracting
- Ability to think clearly and quickly while analyzing and solving problems of the organization and management
- Ability to communicate effectively both orally and in writing
- Ability to handle sensitive assignments with tact, diplomacy and confidentiality
- Establish and maintain cooperative working relationships
- Ability to carry out assignments without detailed instructions
- Ability to work with all levels of staff within OTech, Department of Technology, and other agencies or departments
- Ability to adapt to shifting priorities and demands, while still meeting deadlines
- Demonstrated capacity for assuming increasing responsibility
- Reliable and punctual
- Professional and courteous attitude
- Service oriented with strong interpersonal skills
- Strong organizational skills
- Dependable with good attendance

## How to Apply...

Interested applicants must submit a State application to:  
CALIFORNIA DEPARTMENT OF TECHNOLOGY  
P. O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: Teresa Cuellar 16-111  
Inquiries: Linda Brandl (916) 228-6464

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application, as well as your eligibility in the Explanations box; otherwise, your application will not be processed.**

To be considered for the position of **Management Services Technician** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Management Services Technician** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

