

**Business Service Assistant (Specialist)**  
**Limited Term (6 months), Full-Time**  
**339-100-4707-900**

**Business Service Assistant (Specialist)**

**Salary Range:**

\$2,495 – \$3,034 (Range L)

\$2,817 – \$3,426 (Range M)

\$3,050 – \$3,708 (Range N)

**DUTIES:** Under the general supervision of the Fiscal and Business Services Manager, the incumbent will assist with coordinating the office's relocation to a new facility by performing a wide variety of technical business service work relating to pre-relocation, relocation, and post-relocation activities and will provide business services support including, but not limited to the following:

**Office Relocation Project (65%)**

- Assist in the development of procedures, packing schedules, moving schedules, checklists, and communication plan for office relocation project. Prepare contact (non-emergency and emergency) listings for managers, relocation vendors, building management, etc. Assist in developing and executing plans for employee security badge, keys, and parking pass return (old building) and distribution (new building).
- Assist with coordinating office clean up days prior to move day to ensure unnecessary items are not being transported to the new building. Make arrangements for shredding services or moving items to offsite storage facility.
- Assist with assessment of storage space needs for supplies, libraries, files and determine best mechanism to move items to new building.
- Assist with pre-move physical inventory and disposal of surplus property.
- Assist with determining moving requirements for any specialty items such as the reprographic machines and copiers.
- Assist with logistical duties for the office relocation. Duties may include but are not limited to: providing boxes, labels, and tagging supplies with instructions to staff; packing items for transport; labeling and tagging items to be moved; walking through building prior to move to ensure all items are packed and/or labeled/tagged accordingly; preparing office spaces; testing all keys at new facility; and troubleshooting problems and issues that may arise, etc.
- Organize the storage space for supplies, equipment, and furniture. Unpack items and stock items in new building.
- Assist with the post-move physical inventory and reconciliation with the pre-move records. Provide instruction or assistance to employees with unpacking and arrange for clean-up of packing supplies.
- Assist with tours of the new facilities for employees. Assist in scheduling fire, life safety and security training for all employees at the new facility.

**Purchasing and Procurement (15%)**

- Receive shipments and verify completeness of orders. Provide Business Service Officer (BSO I) with receiving documents after shipments are received and verified. Determine appropriate disposition of items received. Deliver special request items to requestor and/or properly store general use items.

*Continued on the next page*

**Administrative Support (15%)**

- Maintain staff overtime and leave slips and reconcile them to staff timesheets. Process approved leave slips and update database for scheduled time off.
- Maintain office reference libraries by replacing updated pages in reference binders.
- Back up the BSO I for airline and car rental accommodations. Make reservations of airline and car rental accommodations per an approved travel itinerary. Order, receive, log in, and distribute airline tickets from the travel agency. Act as liaison with travel and car rental agencies and with office staff requesting travel arrangements.
- Back up BSO I for purchase order preparation for general office supplies, services and equipment. Make special purchases upon receipt of approved purchase orders or requests.
- Provide assistance to other members of the Administrative Division (i.e., reception desk coverage, mail distribution, messenger services, etc.) as requested by supervisor; update state directory information as needed; and other duties as required.

**Telecommunications Support (5%)**

- Back up to the BSO I for telecommunication support functions. Activate and deactivate extensions and voicemail boxes as required. Troubleshoot problems for phones and keycard users and maintain phone and keycard inventories.

---

**DESIRABLE QUALIFICATIONS:**

- Ability to work anticipated and unanticipated overtime.
- Ability to work evenings and weekends
- Ability to manage multiple priorities
- Ability to work in stressful situations
- Strong written and verbal communication skills
- Proficient in Microsoft Word and Excel

**SPECIAL REQUIREMENT:** This position may require occasional lifting of 10 to 25 pounds.

---

**TO APPLY, please send a completed state application (std. 678) to:**

**Location**

California State Auditor  
555 Capitol Mall, Suite 300  
Sacramento, California 95814

**Contact**

Kristina Gin  
(916) 445-0255

**Final Filing Date: April 12, 2013**

**SELECTION PROCESS:** Candidates who have lateral transfer eligibility, who are reachable on a current employment list, or former state employees who can reinstate to this class may apply. A Training and Development assignment may also be considered. All interested applicants must submit a Std. 678 and must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. Applications without eligibility information will not be considered.

Only the most qualified will be interviewed. The appointment will be made in accordance with applicable personnel laws and rules. This position is limited term with the possibility of becoming permanent.

Upon appointment, all employees of the California State Auditor's Office are subject to **being fingerprinted and having a background check conducted.**

All positions at the California State Auditor's Office are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*