

POST & BID POSITION ANNOUNCEMENT
Bargaining Units 1, 4 and 11

1. Reference #: 22-1-102 2. Position Number: **702-035-1441-xxx** 3. Date of Posting: March 25, 2011
4. Classification: **Office Assistant (General)** 5. Salary Range: **\$2074 - \$2770**
6. Pay Differentials That Apply To Position: _____
7. Working Hours Of Position: **8:00 – 5:00 M through F** _____
8. District/Division: **_DBFS_** Section: **_Business Services_** Geographic Location: **_1120 N Street, Sacramento_**
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
 Incumbent must possess the experience and ability to use the necessary material handling equipment in the performance of shipping and receiving responsibilities.

<http://www.dpa.ca.gov/textdocs/specs/s1/s1441.txt>

B. Technical & Professional Skills & Abilities:

The incumbent must possess the basic knowledge and understanding of the methods and practices of warehousing.

C. License and/or Certification Requirements:

D. Physical Abilities to Perform Essential Functions:

Ability to routinely lift 50+ pounds and carry bulky items.

E. Other Departmental Requirements:

None

F. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: April 4, 2011 at 5:00PM

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Jonathan Phillips

Address: 1120 N Street MS-89 Sacramento, CA 95814

Telephone Number: (916) 654-5737

FAX Number: (916) 654-6376

E-mail Address: jonathan_phillips@DOT.CA.Gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: April 5, 2011 To: April 15, 2011

(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): _____

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

