

SUPERVISING PROGRAM TECHNICIAN 1:

EXPERIENCE: EQUIVALENT DUTIES AND PROGRAM RESPONSIBILITIES THAT QUALIFY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Completion and/or review of the processing of technical documents.
2. Clerical (e.g., filing, sorting, distributing mail) **and** technical work (e.g., entering data).
3. Communicating and distributing technical information regarding a program to departmental clientele, State employees, or the general public.
4. Applying specific laws, rules, and policies relating to a program or programs.
5. Communicating specific laws, rules, and policies relating to a program or programs.
6. Utilizing technical programs (e.g., software packages).
7. Applying appropriate laws, rules, regulations, and policies for the State of California.
8. Training incumbents regarding the performance of clerical and/or technical duties.
9. Supervising duties, including development of procedures/manuals.
10. Act as lead on projects.
11. Review completed work products from other staff members.