Current/Proposed

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	Working Title of Position Office Technician Division and/or Subdivision Fire Protection/Civil Cost Recovery
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters Sacramento Class Title of Position Office Technician (Typing) Position Number 541-522-1139-001 Effective Date November 1, 2018

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under general supervision of the Assistant Chief of the Civil Cost Recovery Unit (CCR). The incumbent, Office Technician (Typing) performs clerical support for the CCR Unit to include the following duties:
40%*	Provide administrative support services to CCR Unit, utilize word processing, database and accounting software. Type letters, edit correspondence/documents utilize established policies and procedures. Receive, screen, redirect and/or respond to visitors, public, multi-line telephone calls and written correspondence. Review, prioritize and disseminate sensitive and confidential incoming and outgoing correspondence. Maintain office equipment and tracking processes. Prepare and process purchase documents and maintain office supply orders utilizing proper purchasing policies and procedures. Maintain tracking logs, gather and prepare data for charts and reports.
25%*	Review, audit and assist in the collection, organization, scanning and tracking of supporting documentation for recovery of funds expended for suppression actions. Compile and maintain data for billing purposes. Retrieve specific documents from various locations, confirm and make corrections to billing packages and reconcile fiscal detail.
20%*	Develop and maintain digital filing systems for the CCR Unit. Maintain and update electronic database information on current case status and changes, utilizing spreadsheet reports and charts displaying graphical detail of information while using appropriate guidelines and procedures. Assist staff with gathering information and prepare tracking logs and reports.
10%	Schedule conference needs for staff, update record retention schedules, place, request and coordinate property to include surplus movement and special deliveries.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
Personnel use only	☐ Posted to Directory	Initials and date	

Current/Proposed

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Office Technician

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	Reasonably engage in emergency incidents in a support function as part of the Total Force Concept and other essential duties as defined. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Employee Signature	Date	Supervisor Signature	Date

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