

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Office Technician (Typing)</u>	
		Division and/or Subdivision <u>OSFM/Fire &amp; Life Safety</u>	
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 <u>Sacramento</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>543-533-1139-004</u>	
		Effective Date <u>May 1, 2019</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the general supervision of the Division Chief, the incumbent will perform the following clerical functions of the Fire & Life Safety program:		
20%	*Responsible for the accurate routing of incoming and outgoing mail for the Division Chief, Staff Services Manager, Deputy State Fire Marshal (DSFM) Supervisors and program staff; provides direct telephone and secretarial support to the DSFM Supervisors and Fire and Life Safety Division staff. Independently originates and prepares correspondence for the staff including letters, reports, issue memos, complex and extensive charts and other material requiring a high degree of accuracy and confidentiality.		
20%	*Serve as certified purchaser for Fire & Life Safety Division. Procure items for the unit utilizing various purchasing process; keep track of general office items to ensure that items are stocked and maintained, communicate with vendors, assist with survey property as needed.		
10%	*Assist the public, local and state agencies and constituents with phone or direct contact regarding technical region and agency operations.		
10%	*Provide back up to the Plan Review support desk. Log plans in data base, receive and process for shipment, and communicate with contractors/architects for status of plans. Responsible for stocking and ordering shipment supplies for daily usage.		
10%	*Update and maintain physical files for the inspection database for all Master Files for buildings in each county		
10%	*Serve as the unit Time Keeper by auditing and processing monthly time sheets.		
*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.			
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: The position requires the utilization of word processing, database and accounting software which includes sensitive public contact and matters requiring discreet handling and confidentiality.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

\*Assist with providing fleet contact information for maintenance and voyager card issues to Supervisors and Administrative staff. Responsible for monthly updates of database of toll devices, assigned unit vehicles, voyager cards, and vehicle mileage

5%

\*Copy and distribute code updates and revisions.

5%

Other job related duties as assigned

\*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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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