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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Fire Engineering Program Assistant | |
| | | Division and/or Subdivision OSFM—Fire Engineering & Investigations Division | |
| 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 543-542-1139-005 | |
| | | Effective Date July 1, 2019 | |
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| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 40% | Under the direct supervision of the Staff Services Manager I, the Office Technician (Typing) is assigned to the Building Materials Listing and Flame-Retardant Programs and responsible for the following program duties: *Screening and directing telephone calls to the appropriate party; review and photocopy all incoming documents for new applications. Communicate via email with public and stakeholders. Responsible for a variety of office/clerical work to provide program support, including preparing and editing correspondence (letters, memos, etc.) for staff. *Assist in the preparation of program policies and desk manuals. | | |
| 30% | *Assist program coordinators with file maintenance, inventory, and mass mailings. Maintain and update the filing system to ensure confidential and sensitive information is filed regularly and accordingly. Create file labels and tracking documents for each file. | | |
| 10% | *Coordinate travel arrangements for program staff by procuring appropriate transportation and lodging in accordance with State and department policies and procedures. | | |
| 10% | Create and maintain tracking spreadsheet for memberships and subscriptions for manuals, law or code books needed for program operations. | | |
| 5% | Act as backup for coverage of the OSFM front desk by answering incoming phone calls, greeting customers, and directing them to the appropriate personnel, receiving packages and other general inquiries from the public. | | |
| 5% | Other 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. | | | |
| 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 _____ | | Supervisor Signature _____ | |
| Date _____ | | Date _____ | |
| Personnel use only <input type="checkbox"/> Posted to Directory _____ | | | |
| Initials and date | | | |

Working Title of Position

Percentage of Time
 Required

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date