CURRENT

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

Working Title of Position
Southern Operations Training Office Technician

Division and/or Subdivision
Southern Region

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
Riverside

Class Title of Position
Office Technician (Typing)

Position Number
541-401-1139-016

Effective Date
11/01/2019

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general supervision by the Administrative Officer III, and with direction from the Assistant Chiefs of Training, the Office Technician (Typing), (OT), will assist as the primary contact and facilitator for Joint Apprenticeship Committee (JAC) with document tracking and coordination for the Southern Region Training Program. The OT will work with Region, Southern Region Units, Academy, and Sacramento Headquarters staff as well as the JAC Coordinator and the California Fire Fighter JAC (CFFJAC). The OT will perform the following duties:
30%	*Complete administrative and functional duties to monitor, track and audit Southern Region JAC apprentices. *Submit new apprentice names to the Statewide JAC Coordinator and the Academy Facilities Coordinator. *Receive and process apprentice names from the Region Hiring Coordinators to be forwarded to the Academy and CFFJAC. *Review and submit apprentice related and supplemental training hours to the CFFJAC. *Review apprentice progress through the program and notify Unit JAC Coordinator if an apprentice fails to make satisfactory progress. *Review apprentice training records to identify potential training classes needed for apprentices to achieve journey status. *Monitor Blanketed-In and Open List employees for completion of required training. *Resolve discrepancies in reported training hours and documentation. *Assist and advise apprentices and Unit JAC Coordinators on apprenticeship issues and questions. *Forward names of new Unit Instructors of Record and update Statewide JAC Coordinator of any changes in the status of a Unit Instructor of Record.
30%	*Utilize computers and various software programs to generate and/or edit documents, reports presentations, etc... *Input, audit and maintain information as well as provide reports utilizing various data base programs. *File and maintain records obtained from various sources. *Utilize phones and email to communicate with Departmental personnel, cooperators and members of the public. *Handles a variety of other tasks associated with the Region's training and safety programs as directed by the Assistant Chief.
	*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: Great work attendance and professional appearance required. Maintain ability to work with various levels of staff and management, multi task and prioritize, pay attention to details and complete accurate work. Proficiency in the use of Microsoft Office Applications (e.g. Word, Excel, Visio, PowerPoint, OneNote, Publisher, Skype, Access, Outlook Calendar, Power BI, etc....). G Suite for Outlook proficiency is desirable.

"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	

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20%	*Notify Statewide JAC Coordinator of all requests and changes in apprentice status. *Monitor the apprentice appeal process for Academy failures. *Act as liaison with CFFJAC requesting individual summary reports. *Process individual training records from Units to CFFJAC for Blanketed-In employees, transfers, Training and Development (T&D's) assignments and Open List hires.
15%	*Support duties for Southern Region recruitment: *Schedule, coordinate and travel to job fairs, colleges, universities, etc. for Southern Region recruitment efforts.
5%	*Provide administrative support to Southern Region Operations as needed. Other duties as required or needed.

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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

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