

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Workers' Compensation 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 Fresno	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-401-1139-017	
		Effective Date 8/15/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under general direction from the Staff Services Manager I of Workers' Compensation, the Office Technician (Typing) performs the following:</p> <p>*Provide support and assistance to the Workers' Compensation Program (WC). *Keep statistics for all injuries. *Process confidential reports and documents. *File State Fund Insurance Fund (SCIF) documents and other WC documents. *Answer basic WC questions. *Assist the Region WC staff with any clerical duties. *Sort and distribute WC mail. *Review and input information into the Injury Assessment & Prevention System (IAPS). *Access the SCIF database to obtain claim numbers and status of claims in order to update IAPS on a routine basis.</p>		
35%	<p>*Provide relief receptionist coverage and perform the following in the absence of the receptionist: *Answer telephones, process messages through the Outlook email system as appropriate, and route calls as appropriate. *Greet the public, provide information on camp fire permits and answer questions. *Provide applications. *Prepare office mail for transmittal daily and distribute incoming mail. *Track funds for the postal machine and add funds as necessary. *Operate office machines, including FAX machine, postal machine, copiers, and scanners. *Maintain phone lists. *Update the employee In/Out board. *Update the monthly phone coverage calendar as necessary. *Coordinate the use of three conference rooms for various training, departmental exams, meetings and hearings. *Monitor and control compound access.</p>		
10%	<p>*Provide support and assistance to the Hiring Program. *Fold and mail employment inquiry letters. *Date stamp, sort, and file all incoming hiring applications. *Scan and/or make copies of any hiring documents as needed. *Create, input data, and maintain hiring matrices as necessary.</p>		
5%	<p>*Provide clerical assistance to various Program Managers and staff as necessary. Other duties as assigned.</p>		
<p>*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.</p>			
<p>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.</p>			
<p>Job qualifications and/or conditions of employment: Ability to: Perform difficult clerical work, spell correctly; use good English; make arithmetical computations; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance</p>			
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>			
Employee Signature	Date	Supervisor Signature	Date
<p>Personnel use only <input type="checkbox"/> Posted to Directory</p>			
Initials and date			