

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Office Technician (Typing)	
		Division and/or Subdivision Humboldt – Del Norte Unit	
<b>INSTRUCTIONS:</b> 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 Fortuna	
		Class Title of Position Office Technician (T)	
		Position Number 541-111-1139-003	
		Effective Date	
<b>Percentage of Time Required</b>	<b>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</b>		
30%	Under general supervision of the Division Chief of Administration:  Types correspondence, email notifications and multiple forms. Maintains various Excel files and Word Documents for the Administrative Officer (AO), Personnel Specialists (PS), Unit Chief, Training, and Hiring Coordinator. Assembles hiring and layoff packets. Maintains supplies for the personnel office.		
25%	Assists Hiring Coordinator and Training through all phases of employee hiring. Prepares forms needed to interview candidates, schedules interview, initiates miscellaneous correspondence through the hiring process. Retrieves information from Northern Region Hiring share drive, prints all hiring applications to present to the interviewing panel.		
20%	Maintains hiring and employee training documents and records from receipt through date stamping, distribution, and filing. Research and retrieval as necessary.		
15%	Provides assistance with the main office reception coverage answering phone calls, greeting the public, completion of burn permits, mailing correspondence to various agencies throughout the day being available to receive mail, packages, etc. from FED EX, UPS, and USPS, preparing certified mail, dropping off nightly mail at the post office.		
5%	The incumbent is expected to support the total work force concept regarding participation with emergency incidents as needed.		
5%	Other 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.			
<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:			
"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 checked="" type="checkbox"/> Posted to Directory	Initials and date	