

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician-Typing	
		Division and/or Subdivision CNR-Mendocino Unit	
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 17501 N Hwy 101, Willits. CA	
		Class Title of Position Office Technician	
		Position Number 541-113-1139-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the general supervision of the Administrative Chief, the Office Technician acts the administrative assistant for the Unit. *Assist Fleet Management with Collective Data records, Fleet Vehicle records, inventory reports, mileage reports and Department of Motor Vehicle reports as needed. Tracks, obtains & coordinates Unit Home Storage Permits. Tracks and maintains yearly logs for vehicle accident reports.		
25%	*Unit Records Retention Program Coordinator. Generates 25 year and retirement letters & sending out for signature. Taking, typing, & distributing minutes of meetings for Unit Safety as well as Battalion Chief and Assistant Chief meetings. Maintains a Purchasing (P) -CARD and meet all certified purchasers' requirements to act as Headquarters' purchaser when needed. Assist Fleet Management with processing Fi\$Cal related documents.		
20%	*The Office Technician acts as office support to Senior Staff members on matters to include fielding daily inquiries from field personnel; prepares proposals and assists with general office operations to meet Unit & Region deadlines. Initiates and implements changes as necessary and keeps good communication with all office staff on what the needs are to assist and complete projects to meet the Units' deadlines; provides general office duties and assists office staff as necessary to insure a professional office operation.		
*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: This position must be able to maintain confidentiality.			
"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	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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5%

*Cover Howard Forest Headquarters front reception desk as necessary to fill in for absence of the Office Assistant due to vacation, and illness. Answer and refer phone calls to appropriate person, provide assistance to the public, and screen/sort mail to appropriate offices.

5%

Other duties as required

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date