**Working Title of Position**
OFFICE TECHNICIAN (T) – TRAINING SUPPORT

**Division and/or Subdivision**
SACRAMENTO HQ / FFP/ TRAINING CENTER

**Location of Headquarters**
IONE – AMADOR COUNTY

**Class Title of Position**
OFFICE TECHNICIAN (TYPING)

**Position Number**
541-029-1139-001

**Effective Date**

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**Percentage of Time Required**
Under general supervision of the Assistant Chief of the Specialized Division, the Office Technician (OT) provides clerical and technical support to the Training Battalion at the CAL FIRE Training Center (CFTC). Duties include, but are not limited to the following:

**FACILITY COORDINATION – DORMITORIES**
- Assigns dormitory rooms to students, instructors, and staff with consideration of the current class calendar, rosters provided by the Region Training staff, and availability of rooms.
- Ensures assignment sheets and room keys are made available prior to student/instructor arrival.
- Coordinates directly with Facilities staff to resolve issues that require repair or other attention.
- Maintains key stock for all dormitory rooms on campus and coordinates the periodic replacement of keys and/or key tags as needed.
- When adequate resources are not available on campus, assigns contracted hotel rooms as appropriate, communicating with CFTC Finance and Contracts staff to ensure appropriate tracking and usage of the lodging contract.
- Works directly with hotel staff to provide and collect room rosters to ensure invoicing is done accurately.
- Provides projections of annual hotel room needs to CFTC Contracts Analyst based on a review of the training calendar to assist in the development of the next contract.

**FACILITY COORDINATION – CAMPUS RESOURCES**
- Coordinates and assigns classrooms, conference rooms, firearms ranges, physical training area, mat room, and other facility resources, maintaining currency of the Facility Master spreadsheet in an accessible location for all staff to review.
- Reviews and responds to Facility Use Requests submitted by other CAL FIRE staff and outside parties.
- Provides timely information to Facilities staff to ensure rooms are set up appropriately.
- Develops and posts signage outside each assigned room prior to the arrival of students and other participants.
- Provides Kitchen Supervisor with anticipated counts for meals to ensure appropriate menu and stock planning.

*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:** Additional activities may include climbing stairs, standing long hours, as well as some bending, stooping or light lifting. Travel may be required. Proficiency in Microsoft Office, Excel and Outlook preferred.

"We have discussed this document in its entirety and understand the duties of this position."
<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
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| 15%                        | TARGET SOLUTIONS AND COURSE ALLOCATIONS  
*Working collaboratively with the assigned class or work group meeting coordinator, develop and timely disseminate Participant Information via the Target Solutions platform.  *Provide timely updates to the Training Calendar as directed.  *Timely process Course Allocations. |
| 10%                        | CFTC TRAINING SUPPORT  
*With functional direction from the CFTC Training Battalion Chief, assist with data entry of individual training records of CFTC staff into Target Solutions or the training management system of record. |
| 10%                        | FIRE CONTROL (FC) COORDINATOR SUPPORT  
*Assists the FC Coordinator with processing of manipulative and written tests, converting data to MS Excel format, posting grades in Adobe Acrobat .pdf format, and generating email through the Jones & Bartlett online system or testing system of record.  *Assists with the recording of various data utilizing existing spreadsheets.  *Other miscellaneous assistance as coordinated by the direct supervisor, including but not limited to: completion of counseling sheets when the Coordinator's Battalion is unable to process timely, sack lunch requests, other duties as requested. |
| 5%                         | FINANCE  
*Provide purchasing support to various Divisions within the CAL FIRE Training Center. |
| 5%                         | BACKUP DUTIES  
*Provide functional guidance in training and assisting less experienced clerical staff;  *Provide backup to clerical staff as needed.  *Cover the front desk as needed.  *Perform other duties as assigned. |

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