

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 1380-1139-900	SAP POSITION NUMBER 50066576	MCR 1
APPOINTEE Vacant (I		SAP PERSONNEL NO. TBD	DIVISION/SECTION Modeling Support Office	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R04				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Erik Reyes	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 6/18/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY:</p> <p>The Office Technician (Typing) (Permanent-Intermittent), under the close supervision of the Principal Engineer, Water Resources in the Modeling Support Office, is responsible for performing a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned clerical tasks in support to the Office Manager and staff.</p> <p>ESSENTIAL FUNCTIONS:</p> <p>This position requires the incumbent to work cooperatively with others; maintain consistent, regular, and predictable attendance; and exercise good and independent judgment in performing a variety of clerical tasks to meet critical deadlines. The specific essential duties are, but are not limited to, the following:</p> <p>Serve as Secretary to the Manager of the Modeling Support Office. Type drafts, finalize letters, memoranda, forms, reports, documents, statistical summaries and tables. Screen telephone calls for the Office Manager and staff. Ensure telephone coverage for the Office is provided. Maintain Branch Manager's appointment calendar using Microsoft Outlook software. Arrange meetings with DWR staff and federal, State, and local agencies; make arrangements for meeting locations, dates and times; prepare and distribute agendas, compile meeting materials, and contact appropriate parties for confirmation. May originate and prepare documents and correspondence for the Office Manager on matters involving management, personnel, training, and other general administrative issues. Make travel arrangements for the Office Manager, including airline, car, and accommodation reservations. Process travel advances and travel expense claims for the Office Manager.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Erik Reyes		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant (I		TBD	Modeling Support Office	
Percent of Time	Activity			
25%	Independently review Office correspondence for accuracy and conformance with Departmental correspondence procedures. Screen incoming mail and other documents for proper action, such as signature, distribution or routing. Maintain Office files, update Office manuals, and keep a control log of all action requests to the Office. Refer assignments to appropriate staff for action. Independently follow-up with staff on assignments to ensure control dates are met. Brief the Office Manager on the status of correspondence and other time-sensitive materials. Maintain mailing lists and keep electronic files on the computer well organized so they can be retrieved in a timely manner. Incumbent must have a working knowledge of the Department's organization, programs, and the agencies and personnel involved in the Office programs.			
15%	Acts as Time Recorder and Training Coordinator for the Office. Reviews time and related attendance information for the Office using SAP Internet process. Runs time reports as necessary to ensure all time is entered and approved by deadlines. Serves as source of training information for employees. Coordinates and develops the annual Training Plans. Reviews training and conference requests for correctness and appropriateness. Provides input to the Lead Training Coordinator for the annual Appraisal and Development process. Assists in preparing multiple conference request packages. Monitors, coordinates, and schedules all training including mandated training as needed for staff. Inputs training requisition in SAP and processes service entry sheet when class is complete.			
10%	Create, monitor and maintain requisitions for the Office. Create SAP reservations for warehouse supply orders, and prepare and process new vendor documents.			
5%	Serve as liaison between Office and staff and the Executive Division's Administration and Executive Services Office when needed.			
	SPECIAL REQUIREMENTS: Must be able to multi-task, communicate effectively orally and in writing, and have excellent organizational and interpersonal skills. Knowledge of DWR Correspondence Procedures Manual, SAP time recording, training and purchasing procedures, and Microsoft Office products. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			

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	<p>OTHER RESPONSIBILITIES:</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			