

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician- Cost Recovery	
		Division and/or Subdivision Northern 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 Redding	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-101-1139-012	
		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 direct supervision of the Staff Services Manager I (SSMI), Northern Region Civil Cost Recovery Program (CNR CCR), the incumbent provides clerical support to the program performing the duties below, including but not limited to the following: *Identify all documents associated with specific incidents concerning local government, civil, out of state, and federal cost recovery actions. *Prepares various documents and reports in response to information requests using Microsoft Suite. *Contacts sources for and collects all needed documents for Activity Reporting and Costs Summary (ARC) preparation. *Organizes all associated documents for each incident to support ARC preparation. *Reviews documents for completeness, clarity, and applicability for use in ARC preparation. *Scan/copy documents associated to cost recovery actions and ARC preparation.		
40%	*Scan, copy, and mail case reports, ARC reports, and associated case documents to Emergency Response Billing Unit (ERBU), Sacramento Legal staff, Attorney General staff, and other parties associated to cost recovery actions as directed by supervisor. *Manage tracking database and monthly reporting. *Maintain organized filing systems, both paper and electronic, ensuring easy access to materials for future reference and use by cost recovery staff. *Type reports and documents in support of cost recovery staff including investigation reports and other responses in support of litigation management. *Collects civil cost collection data and prepares quarterly reports.		
15%	*Pickup and distribute mail. *Maintain calendar for room reservations. *Order and maintain office supplies and office vender supplies and contracts. *Provide flexible support across all levels of personnel within CNR CCR. *Develop and maintain desk guides and manuals. *Ensure cleanliness, organization and availability of supplies and office. Other office duties as assigned including typing, filing, organizing, and copying.		
*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: May be required to work nights, weekends, and holidays to complete duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	