

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 3261-1139-900	SAP POSITION NUMBER 50104182	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/Geomatics Branch/Field Surveys	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R04				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Timothy Case	SUPERVISOR'S CLASSIFICATION Senior Land Surveyor	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 11/12/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under direction of the Section Manager, Field Surveys in the Geomatics Branch, the incumbent provides secretarial, administrative, timekeeping, training, purchasing, and other clerical and office support services to the Field Surveys Section Manager and other staff. ESSENTIAL FUNCTIONS The position must work cooperatively with other Division Branches to assist other sections as needed or to cover for other office technicians when they may be out of the office, and requires that the incumbent maintain consistent and regular attendance. The specific essential duties are as follows: Prepare and review reports, memoranda, letters, logs, contracts, forms, purchase, assets and other documents from written material, making necessary revisions and grammatical corrections using Microsoft Word, Excel, Outlook, Access, and other software programs, including SAP, gINT, and Adobe Acrobat Review outgoing correspondence for consistency, format, correct surnaming, enclosures, grammar, punctuation, and routing, and verify that necessary backup material is attached prior to submitting to the Field Surveys Section Manager for signature. Prepare outgoing correspondence for the Field Surveys Section Manager from marginal notes, verbal instructions, or drafts. Maintain suspense files for follow-up action by the Field Surveys Section Manager, including a control system for locating any correspondence that is for staff signature. Prepare correspondence to Section personnel and other offices of the Department. Conform technical documents to legal requirements. Prepare and review documents for Section Managers, surveyors, engineers, other Branch staff, and external A&E contractors.			
30%	Serve as Section training coordinator. Summarize and update training spreadsheet using Microsoft Excel. Arrange for training classes and assist staff getting signed up. Serve as the Section timekeeper. Serve as the Section's time keeper and the branch time keeper when needed. Prepare probationary and other confidential reports for employees. Prepare Appraisal and Development Reports. Prepare personnel recruitment documents for Field Surveys Section Manager, and			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print)		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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15%	Transportation Surveyor Party Chiefs Summarize and maintain fiscal, staffing projections, and training records to provide quick and accurate information on trends and status. Assist Field Surveys Section Manager with purchasing. Using Microsoft, Chrome or other on-line resources and obtain cost estimates for various equipment and supplies prior to Field Surveys Section Manager making purchases. Arrange meetings for Field Surveys Section Manager and staff. Summarize and distribute notes of meetings with staff and clients. Maintain appointment calendar. Receive and sort incoming mail directed to the Field Surveys Section Manager and personnel of the Section. Receive and screen telephone calls and visitors, and following general guidelines, use considerable judgment in providing factual information to numerous inquiries. Contact is frequently made with the offices of the Deputy Director, General Council, Division Manager, Office Manager, other Branch Managers, State Water Contractors, and private engineering firms.			
10%	Make travel arrangements and accommodations for the Field Surveys Section Manager and personnel of Section using on-line resources and Department travel agency. Maintain confidential and administrative files. Order office supplies using SAP, on-line vendors, and other approved sources. Initiate acquisition of key cards, telephones, IT equipment, and voice mail. Track Section equipment and supplies. Serve as back-up for Branch and Division Manager office clerical support. May need to travel on public roads using personal or state vehicle to deliver documents from one DWR office location to another and drop off/pick up equipment and supplies at local vendors. OTHER RESPONSIBILITES 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 CalOES and FEMA in disaster work, including performing fieldwork to complete associated 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. DIVERSITY, EQUITY AND INCLUSION 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. SPECIAL REQUIREMENTS Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.			

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	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.				