



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Management Services Technician (P/INT)	549-690-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Management Services Technician	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	Gold Fields District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Administrative Officer II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Administrative Officer II, the Management Services Technician (MST) will be responsible for all aspects of the Accounting functions in the Gold Fields District. The reporting location for this position is the Gold Fields District Office located in Folsom.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<u>PURCHASING:</u> Prepare various purchase documents and contracts. Review purchase documents prepared by other staff for accuracy. Be aware of current departmental purchasing processes and be prepared to assist other staff with interpretation and completion of documents.	
30%	<u>EXPENDITURES / PAYMENTS & REPORT PREPARATION:</u> Verify and process all payments for Voyager cards, Cal Cards, open invoices, contracts, Agreement for Services (DPR 285), Purchase Orders and Department of General Services, direct transfers. Prepare reports of expenditures and account balances for all District accounts. These reports will be provided to the various project managers and Sector Superintendents.	
25%	<u>ACCOUNT MANAGEMENT & RECONCILIATION:</u> Assist in the monitoring of various District allotments, and contract balances. Manage balances for project funds. Reconcile Headquarters Fiscal Tracking reports against District posting. Identify and correct posting errors. Post expenditures to the District database. Ensure that all Park Unit Function defaults are accurate and up to date. Notify Admin Chief of expenditure discrepancies and make appropriate corrections.	
10%	<u>ADMINISTRATIVE SUPPORT & TRAINING:</u> Provide administrative support to sector offices as needed, including tasks such as accounts payable/receivable, Cal Card, Voyager, supply orders, and service agreements. Train administrative staff at both District and Sector locations on relevant processes and procedures. Serve as the District's Authorized Telecom Representative, coordinating closely with HQ on phone systems and communication needs for the District.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Typical working conditions consist of an office setting. Occasional travel to park units within district.		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Office Centered.		
SPECIAL REQUIREMENTS:		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE