

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Office Technician (Typing)</u>	
		Division and/or Subdivision <u>Management Services/Human Resource Management/Program Support Services (PSS)</u>	
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 <u>West Sacramento, CA</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>541-031-1139-904</u>	
		Effective Date <u>11/13/2025</u>	
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 direction of the Staff Services Manager I (SSM I) of Program Support Services (PSS), the Office Technician (Typing) provides clerical and administrative support to Human Resource Management (HRM) programs. The incumbent is expected to exercise strong time management skills, sound judgment, and a high level of confidentiality while handling sensitive information. Professionalism, accuracy, and discretion are essential in performing the following duties: *Provides general clerical and administrative support to staff, including data entry, document preparation, proofreading, and organization of materials for review and signature. *Assists with a variety of special projects and acts as backup to support staff on assignments such as onboarding coordination, badge requests, mail distribution, and updating tracking spreadsheets. *Processes incoming and outgoing mail by date stamping, categorizing, routing, and distributing all incoming correspondence and personnel-related documents to appropriate staff. *Prepares and organizes daily outgoing mail to ensure timely and accurate delivery. *Processes and distributes master and daily payroll warrants for the California Department of Forestry and Fire Protection (CAL FIRE) statewide. *Sorts warrants by reporting unit and prepares them for mailing or delivery to Headquarters (HQ) and field units with a high degree of accuracy. *Coordinates with Personnel Specialists and Administrative Officers to resolve warrant discrepancies and ensure timely distribution. *Maintains accurate records of processed warrants and correspondence related to payroll inquiries.		
25%	*Tracks and maintains accurate records of outgoing mail and packages to external customers, employees and field unit locations. *Schedules meetings, assists with calendar coordination, and maintains shared documents or folders as directed. *Establishes and maintains records and files for various HRM program areas, including Official Personnel Files (OPF), hiring and retention packages, and other confidential personnel-related documents. *Update and maintain hard copy and electronic employee orientation master files annually and as needed. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Office Technician (Typing)	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	*Orders and maintains HRM-related forms, brochures, orientation packets, and other materials, maintaining inventory and accurate records. *Serves as the primary point of contact for in-person customer inquiries and provides general clerical support to HRM staff, including filing and support for computer-based projects. *Verifies and completes employee work locations for employment verification requests, wage garnishments, loan requests, and other personnel-related inquiries. *Process and complete CAL FIRE badge requests. *Uploads identification badge cards requests for CAL FIRE HQ employees. *Composes correspondence, memoranda, and other written materials for management as requested.		
5%	Provides clerical support to Unit management on various projects and performs other job-related duties as assigned.		
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Job qualifications and/or conditions of employment: Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and Date	