

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Southern Operations Training Office Technician	
		Division and/or Subdivision Southern 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 Riverside	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-401-1139-016	
		Effective Date 02/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the supervision and direction of the Assistant Chief (JAC, Safety, and EMS), the Office Technician performs the following duties: *Support the nine (9) Units in the Southern Region to maintain and develop the Records Management System (RMS) Learning Management System (LMS) and/or Qualification Management System (QMS). *Duties include but are not limited to, onboarding new employees into the RMS/LMS system; validating completions in the RMS/LMS system; creating monthly credential reports to identify regions' training needs; notification of QMS changes to region employees. *Documentation preparation, accurately, interpret, and maintain data and prepare reports as needed. *The use of good English; making arithmetical computations; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively through the utilization of phones and email; file and maintain records from various sources.		
30%	*Complete administrative and functional duties; monitor, track, and audit Southern Region JAC apprentices. *Duties include but are not limited to review apprentices' progress through the program; process and distribute JAC agreements; process apprentice status changes (305's); process and distribute SubJAC memos; process and distribute journey certificates.		
30%	*Supports Southern Region Training Center. *Organize and distribute a variety of material related to course attendance. *Duties include but are not limited to maintaining course rosters; maintaining supplies for course delivery; management and tracking of the training buildings equipment; management of training centers calendars.		
10%	*Develop and maintain a rapport with all instructors and other presenters to determine material needs. *Present CAL FIRE as a professional fire control organization. *Subject to attend meetings, working groups, and committees as needed. *Provide administrative support to Southern Operations as needed. *Other duties as required. *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: <u>This position is subject to working on nights, weekends, and holidays as needed. This position requires state-wide and local travel, including overnight stays. Possession of a valid driver's license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment. Communicate effectively, work independently or as a team member on projects/assignments, work with various levels of staff and management, handle a dynamic workload without constraints, maintain a professional work appearance and environment.</u>			
"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			