



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Management Services Technician (PI)	549-935-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Management Services Technician	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast District Office	San Diego Coast District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under the general supervision of the Supervisor I, the Management Services Technician (Permanent/Intermittent) reports to the District Office, located in Old Town. The incumbent assists with providing business and fiscal support, purchasing, asset management and travel support district-wide as essential functions.</p>		
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%	<p><b>Business and Fiscal Accounting Support</b></p> <p>Assist with preparation of purchase documents and estimates from information provided by customers to include but not limited to Purchasing Authority Purchase Orders which include, Leveraged Procurement Agreements (LPA), California Prison Industry (CALPIA), and various small and local businesses. Assign District's procurement number for incoming Purchase Orders. Enter documents in Fi\$Cal, department's statewide financial information system. Assist with preparation and processing of year-end encumbrances and accruals. File and maintain records as directed by Procurement lead or Supervisor. Monitor and enforce compliance with all state and federal procurement, small business, and/or reporting guidelines and regulations to include but not limited to Department Administrative Manual (DAM) and State Contract Manual (SAM). Work in collaboration with District Accounting and Headquarters office to ensure supplier payments are made in a timely manner and documentation is accurate. Process payments for contract invoices once verified by contract analyst.</p>	
30%	<p><b>Fi\$Cal PCard Reconciliation and Purchasing Customer Support</b></p> <p>Designated as a District Proxie in Fi\$Cal, duties will include reconciling imported credit card (PCard) expenses for certified district users against each credit card transaction posted in Fi\$Cal. Audit internal procurement requisition form to ensure cost coding and account codes are valid and correct. Audit receipts and upload in Fi\$Cal for processing. Enter all required coding fields in Fi\$Cal to verify and close transactions before month-end deadline. Reconcile status of transactions and resolve any returned transaction by Headquarters' Accounting or Business Management Services as needed. Provide timely and accurate direction for purchasers on documentation needed to procure a good or service via the Fi\$Cal system, including guidance</p>	

	and support on Supplier information and Purchase orders. Process STD 204 to add any new suppliers into the system.	
<b>20%</b>	<b>Asset Management</b> Assign property tags for equipment as required and upload information into Fi\$Cal's Asset Management module. Schedule a quarterly district e-waste to survey the disposition of any destroyed property. Submit Property Survey Report (STD152) to Business Management Services to process any lost, stolen or property ready for disposal.	
<b>15%</b>	<b>Travel Support</b> Provide support for staff using CALATERs system to submit a TEC, by providing job aides and training. Work with the field to process manual travel expense claims (TEC) in FI\$Cal as needed. Submit travel claims for annual lifeguard training districtwide.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>