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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |   | Working Title of Position<br>Office Technician (Typing)  |  |
|   |   | Division and/or Subdivision<br>Office of the State Fire Marshal/ Code Development and Analysis |  |
| 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<br>Sacramento   |  |
|   |   | Class Title of Position<br>Office Technician (Typing)  |  |
|   |   | Position Number<br>543-560-1139-001  |  |
|   |   | Effective Date<br>September 1, 2025  |  |
| Percentage of Time Required   | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.   |  |  |
| 30%   | The Office of the State Fire Marshal's (OSFM) Code Development and Analysis Division reviews all of California's regulations relating to fire and life safety for relevancy, necessity, conflict, duplication, and/or overlap. Under the direction of the Division Chief of Code Development & Analysis (CDA), the incumbent will oversee communications between stakeholders, manage relevant communications over email and phone, sort and process mail, complete ordering, maintain supplies and equipment, copy documents, organize materials for hearings and workgroup meetings, reserve hearing and workgroup locations, assist workgroup members and staff with travel arrangements, and providing overall clerical support for CDA. Duties include, but are not limited to:<br><br>*Monitor inquiries received via CDA general email boxes and ensure emails are responded to in a timely manner from the appropriate agency representative. *Serve as liaison to stakeholders for inquiries and provide information on CDA procedures. *Archive records as directed. *Assist with CDA's record retention schedule and confidentially destruct records according to the record retention schedule. |  |  |
| 20%   | *Responsible for accurately reflecting the actions and discussions of CDA's meetings, including committee, work groups, task force, task group, and other formal and informal meetings as requested; *Responsible for maintaining the currency of documentation and other integral meeting components. *Edit the record so that the minutes are succinct, clear, and easy to read; frequently working to meet fixed deadlines; prepare a complete transcript of the meeting minutes in an Americans with Disabilities Act (ADA) accessible document. Assist in calendaring conference room reservations and setting up the room and audio/visual meeting equipment.   |  |  |
| *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.  |   |  |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: This position requires strong writing and editing skills, to present information logically, clearly, and concisely. Local and Statewide travel may be required up to 5% of the time and may include overnight stays. 5% Emergency Duty Assignments as required  |   |  |  |
| "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   |  |
|   |   | <input type="text"/> 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.

- 20% \*Assist with CDA interpretation request processing and record management to ensure all appropriate policies and procedures were followed. \*Confirm the accuracy and completeness of requests. \*Ensure that all requests and inquiries receive a response from the Code Interpretation Committee.
- 15% \*Responsible for a variety of office work and support work including preparing correspondence, screening telephone calls, opening and reviewing mail, filing. \*Serve as the division timekeeper/attendance clerk by collecting timesheets from Division managers, prepare monthly reports for personnel and submit all related documentation to Human Resources before designated deadlines. \*Assist Division staff with file maintenance, inventory, and mass mailings.
- 10% \*Assist Division staff as a backup purchaser working with vendors and is responsible for the creation of requisitions in FI\$CAL, tracking and distribution of deliveries, inventory of supplies, maintenance and replacement of Unit's office equipment, coding of invoice and filing and archiving of procurement documents. \* Assist with travel arrangements and travel claims as needed. \*Assist as a backup timekeeper, auditing timesheets.
- 5% \*Other job-related duties as Assigned; Emergency Duty Assignments as required

- Desirable Qualifications:**
- Experience with Microsoft Office Suite
  - Excellent customer service skills
  - Associate's degree or above

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"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Personnel use only

Posted to Directory

\_\_\_\_\_  
 Initials and Date