

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Mailroom Office Technician</b>	
		Division and/or Subdivision <b>Business Services Office (BSO)</b>	
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 <b>West Sacramento</b>	
		Class Title of Position <b>Office Technician (General)</b>	
		Position Number <b>541-036-1138-001</b>	
		Effective Date <b>December 2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the general supervision of the Business Services Office Supervisor I (BSO SUP I), the Office Technician (General) performs duties for the Local Services Unit, Business Services Office (BSO). Incumbent is required to perform a variety of general office duties, in the functional areas of facilities, mailroom; payroll, records, supplies, procurement, and equipment maintenance. Duties include but are not limited to:</p> <p><b>General Facilities Maintenance and Repair Coordination</b></p> <p>*On a daily basis, receive facility repair/maintenance requests from Department of Forestry and Fire Protection (CAL FIRE) through e-mail, telephone call or reported on an Express Request for Building Services Form. *Responsible for filing the Work Order with Department of General Services (DGS) Building Program Management for the upkeep of CAL FIRE spaces at 715 P Street, Natural Resources building.</p> <p>*Effectively communicate as needed with DGS Real Estate Services Division and Building and Grounds Maintenance Manager regarding the repairs and minor alterations to the CAL FIRE Headquarters building at 715 P Street.</p> <p>*Monitor the inter-departmental billings and invoices related to major building alterations and repair and maintenance services from DGS and outside vendors. *Submit billings and invoices for approval by the BSO SUP I, and BSO Mailroom Finance upon BSO SUP I approval.</p> <p>*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.</p>		
<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: <a href="#">See page 3</a>			
"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 _____	

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30%

**Continued**  
 \*Procure goods and services from outside vendors to complete work orders, and report to the BSO SUP I vendor work completion. \*Assist vendors with building access.  
  
 \*Draft Headquarters building service announcements (e.g., security, power outages, health and safety alerts, building inspections, building repairs, and change in DGS services) for BSO SUP I, Staff Services Manager I and BSO Chiefs approval.  
  
 \*Order keys for CAL FIRE personnel per Programs' and Units' requests. \*Submit orders to the BSO SUP I for approval.

**Mailroom Operations**

\*Monitor timely delivery of claims and pick up of multiple daily warrants and monthly State payroll. \*Monitor the use of pre-sort mail services to generate postage savings. Monitor and back up the mailroom during heavy mass mail occurrences to ensure the timely completion of time-sensitive mass mail processing and deliveries. Ensure timely receipt and distribution of daily mail, high-volume mass mail-outs, Warrants, and Master Payroll. Drive CAL FIRE mail van to CAL FIRE Sacramento office locations.  
  
 \*Submit purchase documents for mail supply and service orders for vehicle repairs. \*Prepare monthly reconciliations for postage charges to various CAL FIRE mail users and submit regular invoices to BSO Mailroom Finance for P.O. Box, postage machine rental and maintenance, and contract couriers. \*Submit postage meter reserve funding request, and encumbrances for P.O. Box rent, postal express mail, courier contract, equipment rental and maintenance and other mailroom operational budget needs. \*Monitor expenditures of Headquarters central mail facility.

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Job qualifications and/or conditions of employment: [See page 3](#)

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

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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 Initials and Date

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

25%

\*Monitor mail standards and assess service quality of all mail and parcel service providers, including United States Postal Service (USPS), DGS Inter-departmental Mail Service (IMS) and private contractors/couriers. Investigate and respond to CAL FIRE client mail queries and investigate and resolve any mail delay reported by CAL FIRE field units in the receipt of payroll and mail. \*Recommend adjustments in delivery times and methods and effective and updated mailroom procedures. \*Ensure compliance with State rules and regulations and administrative directives.

\*Assist Information Technology Services (ITS) in implementing a replacement plan for postage meter equipment, parts, and software.

**Local Services Coordination**

\*Obtain movers/furniture installers for 710 Riverpoint offices for workspace changes, including ergonomic adjustments in coordination with Occupational Safety Program (OSP).

\*Monitor delivery and pick up of sensitive and confidential documents from State Agencies, the timely delivery and pick up of State records or their confidential destruction in conjunction with the Forms, Information, and Records Management (FIRM) Coordinator, and the survey, transport, removal, or disposal of surplus state property in conjunction with the State Property Coordinator.

5%

\*Responsible for the timely ordering and pick-up/delivery of CAL FIRE Uniformed Officer Badges. \*Coordinate parking in DGS Sacramento Downtown State Parking Facilities and at U Street location.

\*Other job-related duties as assigned.

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Job qualifications and/or conditions of employment: Must have a valid Class C California Driver's License to drive CAL FIRE mail van. Must be able to transport items up to 50 lbs. Position has a mandatory start time of 7:30 a.m. and Alternate Work Week Schedule is not available for this position.

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

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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