

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Office Technician - Administration	
		Division and/or Subdivision Northern Region Headquarters	
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 Redding	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-101-1139-008	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the general supervision of the Supervisor I, the Office Technician provides clerical support for the Return to Work and Respiratory Protection Programs, as well as the Region Chiefs. The incumbent performs a wide variety of office management duties; is Region's liaison for our Joint Operating Agreement with the US Forest Service; acts as representative of the Region and Department to the public, other departments, agencies, and local government entities; and always conducts themselves with courtesy and professionalism, in the performance of the following duties:  *Writes sensitive memos or letters from general instructions, regarding the Return to Work (RTW) program, and for office Chiefs and Administrators. *Prepares, edits, and routes retirement letters to the executive office per Department procedure, ensuring letters conform to standards and proofs the letters to ensure grammatical integrity. *Arranges meetings, including off-site gatherings from general directions as to time and personnel to be included and prepares and distributes materials in advance of the meeting, as needed. *Makes travel arrangements and reservations for office Chiefs and Administrators, including Region Chief and Assistant Region Chief, as needed and with minimal direction, and ensures timely payment of any associated costs. *Keeps staff informed as to the Chiefs' availability for consultations. Maintains tickler file to assure that correspondence is sent out and answers are received in a timely manner. *Assists the RTW Coordinators by making confidential entries in Illness and Assessment Prevention System (IAPS), and assisting in the maintenance of confidential, official worker's compensation files. Provides back-up support to the Respiratory Protection Program as needed, including scheduling appointments, routing phone calls, and entering data in the Point and Click system.		
25%	*Assists with the daily operations of the facility. Unlocks/locks front lobby doors at 8:00 AM and 5:00 PM, daily. *Maintains adequate levels of typical office supplies, without direction, and makes special orders for supplies as requested, tracks and reconciles orders upon receipt. *Becomes trained and holds a Procurement Card (P-CARD) for various approved office expenses. Raises and lowers the flag in response to Director instructions. *Manages office equipment to include the network printer/copiers, including requesting service and support as needed from vendor.  *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: <a href="#">See Page 2.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory      _____ <span style="display: block; text-align: center;">Initials and date</span>			

Percentage of Time Required

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

10%	<p>con't</p> <p>*Assists with receipt and routing of all incoming mail, including confidential, for the Northern Region Headquarters. Based upon the subject matter, determines routing of mail to appropriate program contact, timely and accurately. Ensures annual service of fire extinguishers and first aid kits for the office and arranges for payment. *For new employees, processes Department identification badge requests, Department ID cards, orders office nameplates, and wooden desk plates. Adds new employees to phone and distribution lists as needed, maintains the Region Combo Phone List, and monitors the Unit Contact List. *Ensures timely receipt of paychecks and distributes payroll on payday, and safely and confidentially maintain paychecks as needed.</p> <p>*As a representative of the office, answers the Redding Headquarters' main phone line, and handles a variety of public contacts i.e., members of the legislature; Federal, State, and local governmental agencies members; private industry members; and members of the public. From full background knowledge of Northern Region operations, managerial staff, and local programs, answers inquiries or refers them to an appropriate contact. Must keep abreast of latest developments in the Department as a whole and in the Region to correctly inform the public, via telephone, or in person at the lobby and any other inquirer.</p>
10%	<p>Ensures grammatical integrity of all office correspondence, and compliance with Department policy and standards. *Maintains desk manual including correspondence standards and up to date contact information for all of Region Headquarters' contacts and programs. *Maintains up-to-date letter and form templates typically used by office chiefs. *Completes and submits travel claims for office Chiefs, as requested. *Performs clerical tasks for office Chiefs and Administrators such as faxing, mailing, copying and typing, ensuring the highest quality, and compliance with Department standards, to relieve them of administrative details.</p>
10%	<p>Position does not require supervision over others; however, incumbent is expected to act as lead by providing guidance and advice to other Region Office staff who assist with back-up clerical support and assuring quality control. Provides training and advice to office staff on Departmental procedures.</p>
5%	<p>Other clerical and office support duties as assigned.</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>	

**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: **The incumbent must conduct themselves in a courteous, professional manner at all times. May be required to work nights, weekends, and holidays.**

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

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>	<input type="checkbox"/> Posted to Directory	_____	_____
Initials and Date			