

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position OFFICE TECHNICIAN – TRAINING SUPPORT	
		Division and/or Subdivision SACRAMENTO HQ/FPP/TRAINING CENTER	
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 – SHASTA COUNTY	
		Class Title of Position OFFICE TECHNICIAN (TYPING)	
		Position Number 541-029-1139-010	
		Effective Date 3/13/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the general supervision of the Assistant Chief, Redding Training Center Administrator, the Office Technician (Typing) provides clerical support to the Redding Training Center. Duties include, but are not limited to, the following: *Responsible for general data entry, filing and other clerical duties in support of Training Center staff. *Provide support for entering and outgoing classes through the development of rosters and assistance in dorm room assignments. *Coordinate reservations for training props and classrooms.		
25%	*Assist the Coordinators with printing and preparing manipulative and written tests, converting data to various formats, *Assist with the recording of various data utilizing existing spreadsheets, Records Management Systems (RMS), and Learning Management Systems (LMS).		
15%	*Provide purchasing support to the CAL FIRE Training Center. *Utilizes the Financial Information System of California (FI\$CAL) for data entry.		
5%	*Travel to Training Centers for purposes of training and development or in support of labor-intensive joint efforts as required.		
5%	*Assist with general administrative duties, as necessary.		
5%	*Perform other job-related duties as assigned.		
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: Additional activities may include climbing stairs, standing long hours, as well as some bending, stooping or light lifting. Statewide travel may be required up to 5% and may include overnight stays. Proficiency in Microsoft Office, Excel and Outlook preferred.			
"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 _____			
Initials and date			

