

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 3485-1139-900	SAP POSITION NUMBER 50101933	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/GSB/Project Geology Section	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: R04	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Andy Tate	SUPERVISOR'S CLASSIFICATION Supervising Engineer Geologist, WR	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 04/20/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under close supervision of the Project Geology Section Manager and guidance from the Division's lead Office Technicians; the incumbent performs common clerical tasks and office support services to the Section Manager and other staff.</p> <p>ESSENTIAL FUNCTIONS The position requires good clerical skills as well as sound judgment, initiative, and tact. The incumbent must work cooperatively with other Office staff and maintain consistent and regular attendance. The specific essential duties include, but are not limited to, the following:</p> <p>Prepare a variety of memoranda, letters, reports, forms, presentations and other documents using Microsoft Word, Excel, PowerPoint, Access, Outlook, DocuSign, Adobe Acrobat, and other software programs for headquarters staff. Makes necessary revisions and grammatical corrections in conformance with the Department's Correspondence Procedure Manual. Review and correct outgoing correspondence for correct surnaming, enclosures, format, grammar, punctuation, and routing, and verify that necessary back-up material is attached prior to submitting to the recipient for signature or distributing as appropriate. Prepare outgoing correspondence from marginal notes, verbal instruction, or drafts for both internal and external use. Maintain suspense files for follow-up action. Develop and maintain a database control system for tracking correspondence items for the Section.</p>			
25%	<p>Arrange meetings for the Geotechnical Services Branch. Summarize and distribute notes of meetings with staff and clients. Maintain appointment calendar of staff as needed. Sorts, distributes, and logs all incoming and outgoing mail correspondence, copy and distribute to applicable employees for action. Perform reception duties which include: answering and screening phone calls; attending to office public counter; greeting contractors, Department staff, representatives of other State agencies and individuals of the general public; takes and delivers messages.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Andy Tate		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT:		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	<p>With the support of the branch Office Technician, assist staff with making travel arrangements and accommodations. Assist staff with processing travel requests, requesting travel advances and completion and review of travel expense claims. Maintains confidential and administrative files. Utilizing SAP, on-line vendors and other approved sources, order, receive, and store office supplies. Utilizing SAP, serves as timekeeper for the Project Geology Section staff. Initiates acquisition of key cards, telephone, and voice mail. Utilizing spreadsheet, tracks office equipment.</p>		
5%	<p>With the support of the branch Office Technician, assists in maintaining vehicle inventory and mileage logs. Assists with preparing and providing reports as needed to DOE administrative and mobile equipment staff. File Correspondence, Personnel Items, and Change Order forms. May need to travel on public roads using a personal or state vehicle to deliver documents from one downtown office location to another.</p> <p>OTHER RESPONSIBILITES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department’s Administrative Orders.</p> <p>DIVERSITY, EQUITY AND INCLUSION 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.</p> <p>SPECIAL REQUIREMENTS Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent and predictable attendance is essential to the successful performance in this position.</p>		