

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Information Technology Office Technician	
		Division and/or Subdivision Southern Region / San Diego Unit	
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 San Diego Unit Headquarters / El Cajon, CA	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-314-1139-602	
		Effective Date April 8, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direct supervision of the Information Technology Supervisor II (ITS2) in the San Diego Unit, the Office Technician will perform the following duties and responsibilities: *Responsible for tracking San Diego Unit IT purchases. *Complete and process financial documents into Fi\$Cal (e.g., Purchase Orders, etc.). *Process and reconcile monthly procurement documents for standalone purchase orders and P-Card expenditures. *Process payment requests for contracts including but not limited to; vendor services, CALFIRE-13 Purchases, P-Card purchases using best practices, and following all state contracting rules. *Monitor the receipt of goods and services. *Complete Information Technology procurement paperwork (CALFIRE ITS-004 and ITS-004a) to submit purchase request for approved IT equipment. *Track and maintain a purchase log of IT procurement equipment. *Monitor inventory of IT items and procure replacement items when needed.		
35%	*Assist with new employee paperwork processing for IT, consisting of completing and maintaining a CALFIRE-151 form, as well as complete all necessary steps to assist the IT staff in creating the accounts within our standard operating procedures. *Primary IT front office reception responsibilities; *receives and screens incoming telephone calls; *route calls when needed or provides information to callers; *process incoming and outgoing mail according to established procedures; *orders, maintains, and distributes the office supplies and printer toner/ink for the IT staff. *Create IT trouble tickets within ticketing system to ensure proper assistance is being provided to staff.		
20%	*Develop and maintain written project files, file organization, and general office management duties. *Develop and maintain a professional filing system. *Type memorandums, letters, and confidential materials. *Process incoming and outgoing mail. *Utilize the Microsoft Suite software (Word, Office, Excel, Outlook, Power Point, SharePoint, TEAMS) in support of staff work at the direction of the ITS2. *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.		
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: May be required to work nights, weekends, or holidays in support of emergency incidents.			
"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.

5%

Other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

Initials and Date