

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Office Technician (Typing)</u>	
		Division and/or Subdivision <u>Occupational Health/ Medical Assessment Unit</u>	
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 <u>West Sacramento</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>541-033-1139-001</u>	
		Effective Date <u>February 1 2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Under the direct supervision of the Medical Assessment Unit Manager, the incumbent is responsible for providing clerical support to the Medical Assessment Unit (MAU). This position will perform a variety of general office work include typing, dictation, and transcription; mail and document handling; filing and records management. The incumbent should possess the ability to work collaboratively as well as independently using sound judgment. They should also be able to handle sensitive, personal, and confidential medical information in a professional manner. Duties and responsibilities include, but are not limited to, the following:</p>		
20%	<p>*Retrieve Electronic Employee Medical Questionnaires (E-EMQ) from the CAL FIRE E-EMQ website and upload records into the Point and Click (PNC) electronic medical chart. Update E-EMQ received date in PNC Chart Summary. *Responsible for checking online portal for employee's medical exam records and uploading into the electronic medical chart. *Communicate with contracted vendors if exam components are incomplete. *Organize all exam records into a preferred order for a consistent review process. *Verify the employee's appointments are on the PNC schedule. Update the status of the appointment if we received exams from the online portal. *Send medical clearance letters with group designation to employees. Work under time sensitive deadlines to support a fast-paced production environment.</p>		
	<p>*Pull medical charts stored in the onsite file room and scan documents into PNC. Ensure employee medical charts are returned correctly in the file room. Evaluate and pull inactive charts to be logged and sent to State Archive per the CAL FIRE retention schedule. *Scan subpoena requests into PNC, verifying all information for accuracy and completeness before sending to Analyst and/or Medical Consultant. *Assist Analysts with maintenance of compliance reports.</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>		
<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.</p>			
<p>Job qualifications and/or conditions of employment:</p>			
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only	Posted to Directory _____	Initials and date _____	
<input type="checkbox"/>			

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

20% *Process incoming physical mail and distribute to the appropriate personnel. *Evaluate return mail to identify current address, update in electronic chart and prepare for redelivery. *Assist in the confidential destruct process. *Responsible for keeping the file room free from debris and clutter. Maintain office equipment, including but not limited to the fax machine, photocopy machine, and shared printers.

20% *Assist with the MAU email and hotline while maintaining a high standard of customer service. *Prepare meeting minutes when needed for MAU workgroups. *Monitor the mandatory training log spreadsheet to ensure all staff are compliant with annual trainings. *Make copies for Unit training classes if necessary. *Assist with HR's check desk responsibility.

15% *Inventory Occupational Health Program's supplies including but not limited to, general office supplies, IT equipment (work and home use), medical supplies, first aid kits, etc. Update all tracking records for equipment and property management. Ensure workplace posting notices are up to date and accurate.

5% *Proficient at formatting, grammar, spelling, punctuation, consistency, and ensure documents are free from errors. *Perform other job-related duties as assigned.

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Job qualifications and/or conditions of employment:

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date

