

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position NEU Headquarters Office Technician	
		Division and/or Subdivision Nevada-Yuba-Placer 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 Auburn	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-216-1139-003	
		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.		
45%	Under the direction of the Supervisor I – Human Resources (HR), the Nevada Yuba Placer (NEU) Headquarters Office Technician (OT) will act in a public facing position, providing excellent customer service, performing reception duties for the office, and delivering administrative support to management services and other NEU programs and staff as directed.		
40%	*Provide confidential clerical support to the Executive Staff at Headquarters and clerical assistance to Forest Practice Staff. *Collect, audit, and enter all information on the Daily Equipment Report (ME-101) and the Daily Equipment Report – Light Vehicles (ME-102) from the field. *Review, sort, and route mail to the appropriate location. *Answer inquiries and assist the public with burn permits and questions pertaining to the department. *Update and maintain employee rosters and phone contact information as staffing changes occur. *Use California Timber Regulation and Environmental Evaluation System (CalTREES) system to accurately enter data within specified timeframes for Preharvest Inspection (PHI), compliance inspection information, and Review Team events. Receive, validate, and document incoming Notices of Commencement of Timber Operations within NEU. Prepare monthly and yearly Resource Management Program Unit and Review Team Workload Reports.		
	*Oversee and provide necessary daily clerical training for any employee on light duty assigned to the Headquarters OT duties. *Assist unit Administrative Officer (AO), the Supervisors of Finance and Human Resources, and the Hiring Analyst with the transition from paper documents to electronic files. *Oversee all electronic files assigned by AO, Supervisor I's, and Hiring Analyst. *Update all department manuals as necessary. *Ensure that all office machines are properly serviced and in good working order. *Ensure office supplies are stocked appropriately for HQ office staff and place orders to replenish supplies as necessary. *Maintain NEU harvest document files and archives (paper and electronic).		
	*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 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 encounter 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: See page 2.			
"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	

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

10%      \*Ensure timely completion of required department mandated annual training, Vector Solutions training, and report training status to Supervisor I of HR. \*Oversee Vehicle Home Storage Permit Program (VHSP) and ensure all forms are completed and turned in within the timeframes given. \*Act as main contact for Cost Recovery and tracking of CAL FIRE Personnel and Equipment Report forms (FC33's). \*Maintain familiarity with the California Forest Practice Act, Board Forest Practice Rules, and Timber Harvest Plan (THP) processing time constraints, ensuring these deadlines are met.

5%      Other duties as assigned.

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Job qualifications and/or conditions of employment: May be required to work off-site for training, which could include overnight travel. May be subject to working nights, weekends, and holidays to complete duties. The position requires the ability to type at a speed of not less than 40 words per minute. Must possess a valid typing certificate confirming your ability to meet the minimum typing speed prior to being hired.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Initials and Date