

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Office Technician	
		Division and/or Subdivision Southern Region/Madera-Mariposa-Merced 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 Atwater	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-414-1139-302	
		Effective Date 6/1/2026	
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>The Office Technician (Typing) (Personnel Office Technician) works under the general direction of the Supervisor I. Using initiative, independence and originality, this position performs a variety of tasks and has detailed sensitive contact with field personnel and public. Using knowledge of detailed regulations, policies, and procedures. The Personnel Office Technician provides clerical support duties in the personnel section performing the following:</p> <p>PACMANS/EPAY RESPONSIBILITIES: *Enter all personnel transaction documents into PACMANS in a manner to keep information current, accurate, and complete. *Audit and key meal reports monthly into PACMANS. *Produce meal report and upload to State Controllers Office (SCO). *Generate all necessary reports from PACMANS Data Export to obtain specific information on roster for personnel and finance staff. *Provide outside agencies with verification of employment for employees by utilizing PACMANS. *Maintains garnishment files and notify employees appropriately.</p>		
25%	<p>RECORD TRACKING RESPONSIBILITIES: *Maintain and update Unit's Salary Advance Clearance log. *Complete deposit log and submit employee pay warrant(s) and/or employee check(s) to Finance Department for bank depositing. *Maintain and upload all AO-107s to shared filing system. *Update Point N Click for employee transfers, ensure updated information is entered.</p>		
15%	<p>HIRING RESPONSIBILITIES: *Maintain needed forms for employee new hire, rehire, and exit packets. *Prepare needed forms and files for employees as needed, mailing all necessary forms to employees. *In coordination with the Personnel Specialists, assist with FF1 rehire and layoffs, support employees with answering questions and providing additional support.</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 reasonable accommodation.</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.			
Job qualifications and/or conditions of employment: May be required to travel, work nights, weekends and holidays as needed.			
"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 _____	

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15%	<p><u>REPORT HANDLING RESPONSIBILITIES:</u> *Generate all probationary reports. *Distribute and/or notify supervisors of their employees' probation reports, Individual Development Plans (IDPs) and Notice of Proposed Adjustments (NOPAs) amongst other documents. *Create and maintain Official Personnel Files's (OPF's), filing on a daily basis. *Sort and deliver all incoming mail for Personnel. *Prepare outgoing mailings for the Personnel Department in addition to shredding all necessary paperwork to ensure compliance of the Unit's retention schedule.</p>
10%	<p><u>FMLA/CFRA RESPONSIBILITIES:</u> *Track employee's FMLA/CFRA usage while on leave.*Retain and/or file applicable documents in a secure file separate from OPF.</p>
5%	<p><u>CLERICAL RESPONSIBILITIES:</u> *Perform as unit receptionist as needed, answering and directing all incoming phone calls. *Answer questions and direct citizens to the appropriate unit staff. *Relieves receptionist on phones and at the front desk during scheduled and unanticipated absences. *Assist when needed with the Unit mail delivery system.</p>
5%	<p>Perform other duties as required.</p>

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