

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Management Services Technician (PI)		DWR POSITION NUMBER 2410-5278-900	SAP POSITION NUMBER 50027144	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/San Luis Field Division/Admin Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Denise Medeiros	SUPERVISOR'S CLASSIFICATION Supervisor II	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 07/09/2026	
<i>Percent of Time</i>	<i>Activity</i>			
30%	POSITION SUMMARY Under the supervision of the Supervisor II and on a permanent intermittent basis, the incumbent shall perform the following duties utilizing computer related programs, policies and procedures and SAP transactions. ESSENTIAL FUNCTIONS This position requires that the incumbent must must work cooperatively with others, utilize a high degree of accuracy, adjust priorities based on operational needs, maintain regular, consistent, predictable attendance, and exercise good judgment. Utilize CalAters while applying rules and regulations pertaining to Logistics and Accounting functions. Incumbent must be able to interpret and apply the provisions of MOU's, Administrative Procedures, Enterprise Process Guides, Department and other State laws, rules and regulations pertaining to business and travel expenses, etc. The specific essential duties include, but are not limited to: Division of Operations and Maintenance (O&M) Field Divisions has the delegation and authority to process travel expense claims, travel advances, employee reimbursable, and print checks on location. In maintaining a complex revolving fund ledger through the utilization of SAP and the FD's delegation authority, the incumbent rechecks supervisor's accuracy of travel expense claims and audits the TEC's which consists of: crosschecking time worked, per-diem, lodging allowances, mileage rates, call-back, overtime meals, van pool reimbursements, excess lodging, training and education reimbursements, Class A Commercial Driver's Licenses, and medical examinations, pest control licensing, tool and uniform allowances, foot wear allowances, water treatment and crane certification fees, and moving expenses in accordance with MOU's, Cal-HR, and Departmental policies. Must be updated and knowledgeable with the six different bargaining unit's MOU; including the highly complex MOU for the Craft and Maintenance (BU12). Maintains, balances, reconciles, and forwards required revolving fund records, reports and supporting documentation to General Accounting Office. Prepares and reviews spreadsheets and reports for personal reimbursements. Maintains related files and records for audit purposes for compliance with state policies and applicable laws and rules.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Denise Medeiros		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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Vacant		TBD	O&M/San Luis Field Division/Admin Branch	
Percent of Time	Activity			
25%	Responsible for securing exam material and proctoring all home-study and final exams for all apprentices assigned to the field division. Tracks all open book exams for completion within the five month - two week period. Administer six-month closed book exams, scores exams, and maintains the master records. Consults with supervisors and audit hours to ensure that the apprentices are meeting their target work hours and cumulative work process hours (describes a set of related tasks that have been grouped together under a common name (i.e., hand and power tools). Gathers and analyzes the six month final packages for completion and accuracy before submitting to the Joint Apprenticeship Committee (JAC) Secretary/Committee. Should an apprentice fail an exam or receives an unsatisfactory ROP the incumbent is responsible to notify the supervisors and JAC staff of status, immediately. Responsible to draft additional ROP's when performance management or exam failures occur until the apprentice meets set standards. For apprentice advancements and salary range changes the incumbent gathers ROP's, audit for completeness, and formulates and compiles statistical information needed by the JAC. Works closely with the JAC secretary to track dates to determine if early graduation is a possibility. Attends JAC meetings and attends training to stay current on apprentice needs. Incumbent will be required to operate automotive vehicles on public roadways and travel to O&M Headquarters as well as other field divisions for meetings and trainings.			
15%	Acts as Field Division liaison with Headquarters Personnel Unit for employee pay and benefit issues. Incumbent assists in analyzing and preparing employee benefit documents by applying statutes, regulations, and policies and procedures to employee's specific situations to ensure eligibility and criteria are met. Supports employees needs in regards to health, dental, vision, and consolidated benefits documents. Drafts bi-monthly reports of performance (ROP's), routes to supervisors and tracks for timely completion. Submits documents for Merit Salary Adjustments, differential pay, remote to headquarters reimbursement, and completed ROP's to the Human Resources Office (HRO).			
15%	Researches and gathers documents required by State Compensation Insurance Fund when employees are injured on the job, no medical treatment required, industry or illness investigation form, or modified duty requests. Coordinates and confers injured worker status and related time recording requirements with the field division chief, supervisors, safety teams, and the Department's Employee Health Services in a 24 hour period. Maintains Cal/OSHA's form 300 and creates reports on accident or injury trends. Processes and/or audits documents required by DWR Mobile Equipment and General Services for state vehicle automobile accidents incurred while on the job within 48 hours.			
10%	Provides backup duties as field division training coordinator by processing and reviewing DWR 4142's for completion, enters information into DELTA, monitoring for Show/No Show policies, and attendance correspondence. Responsible for invoice completion through Service Entry Sheets in SAP, generating purchase requisitions for training with tuition, and process accounting document information in SAP.			

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5%	Provides backup duties as for field division's lead bi-weekly time recorder/payroll system in accordance with MOU rules and receptionist. Assists with answering public phone line, greeting visitors, refers inquiries to appropriate personnel or handles independently, mail distribution, postage/copier. Back-up administrative staff as necessary to provide continued service to SLFD employees. PHYSICAL REQUIREMENTS Strength and ability to move up to 25 pounds. Must have stamina and ability to work at a desk and/or computer for extended periods of time; must be able to operate standard office equipment such as copier, postage machines and computer and learn/know appropriate programs. Must work well with other people, (and different personalities); provide exceptional customer service and assistance to our Field Division staff; deal effectively with the public; and accept changes in assigned priorities based on operational need. SPECIAL REQUIREMENTS Must have a valid California Class C license as travel is necessary to attend meetings, training and perform the requirements of this position both within and outside of the field division. Willingness to work mandatory overtime and work irregular hours in times of emergency. Employee is required to successfully complete all safety training related to the functions of the job. 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. This position is not eligible for telework. 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, State Water Project, 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 California Office of Emergency Services and Federal Emergency Management Agency in disaster work, including preforming 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 preforming its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.			