



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Office Technician (Typing) (Permanent Intermittent)	549-645-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Office Technician (Typing)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Administrative Officer I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Administrative Officer I, and general direction of the District Administrative Chief, Supervisor II, the Office Technician (Typing) permanent intermittent is responsible for performing a variety of general office and personnel related functions for the district. The incumbent works collaboratively with the Analyst I to process timesheets as a timekeeper, type and scan various personnel related documents, file paperwork, routine data entry, and a variety of clerical tasks. Attention to detail and the ability to communicate effectively is a primary importance in this position. The reporting location for this position is the District Office located at 400 Glen Drive, Oroville, Ca 95966.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Timekeeping Review electronic timesheets for accuracy and completion, and compute total hours, holiday credit, shift differential and time worked in excess of normal hours. Maintain and update hourly leave cards. Compare and notate differences of seasonal employee leave balances vs leave balance reports. Prepares and distributes monthly leave balance reports to supervisors in a timely manner. Review and ensure completion of documentation for Special In-Grade Salary Adjustment (SISA), Merit Salary Adjustment (MSA) and alternate range change. Track employee's probationary reports, seasonal evaluation reports, and forward to supervisors for completion. Add, delete, and update employee data in the Labor Information Application.	
15%	Personnel Using a template, prepares state-owned housing memoranda and rental agreements for District Superintendent and tenant's signature. Gathers and organizes hiring package documents to be signed and approved by the manager and submitted to Headquarters for final approval. Organizes and files new employee paperwork. Serves as liaison between district staff and Headquarters personnel for guidance and available resources regarding the processing of personnel documents (separation/transfer/promotion information and checklist). Monitor hours of seasonal and permanent intermittent staff and notify supervisors. Provides Property/Equipment Issue Record (DPR175) to supervisors for collection of ID Badges, credit cards, keys and other State equipment. Coordinate and assist in the scheduling of hiring interviews. Maintain and update various tracking mechanisms including but not limited to recruitments, paychecks, all staff	

	list, emergency contacts, commercial driver's license, probation/annual review reports, state-owned housing, volunteer list, worker's compensation claims, and Department of Motor Vehicles pull notices. Working collaboratively with the Analyst I, verify volunteer packet includes all documents on the checklist.	
15%	Administrative Support Process incoming and outgoing mail. Type and compose various materials for the District Administrative Chief. Answers a variety of inquiries, gathers, and gives information to the public, other governmental employees, or staff. Prepares annual documentation that needs posted or submitted to headquarters. This includes but is not limited to labor law posters, possessory interest letters, etc.	
15%	Worker's Compensation Working alongside the Analyst I, the Office Technician collects Worker's Compensation packets and ensures all required documentation is included according to the checklist and submits to Risk Management Unit. Provide information to injured employees as required. Using the Cal-OSHA 300 template, type and submit to District Administrative Chief for signature.	
10%	Records Management Maintain and file records of district staff and volunteers in the respective Official Personnel File. Ensure security of records.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Working environment is in an office setting using a computer, copier/scanner, telephone and other office equipment. Typical daily activities involve frequent and prolonged periods of sitting and keyboard operation. Bending and lifting up to 20 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Valid typing certificate and ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE