

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 538-202-1139-001
WORKING TITLE Administrative Support Technician	DIVISION/UNIT CalGEM / Administrative and Assets Management
EFFECTIVE DATE	LOCATION Long Beach
BARGAINING UNIT R04	CONFLICT OF INTEREST DESIGNATION N/A

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☐ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☒ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☒ TYPING CERTIFICATE	☐ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the supervision of the Administrative and Assets Manager (Supervisor I), the Office Technician (Typing) is responsible for providing clerical support in the Division's Southern District Office. The incumbent will utilize a personal computer, facsimile machine, photocopier, scanner, printer, telephone, and other office equipment to perform required work. The incumbent is expected to perform a variety of the most difficult clerical duties and to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent will regularly perform detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. Incumbent is expected to have responsibility for functional guidance in training and assisting less experienced employees. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Leadership Support Arrange, coordinate, and schedule meetings for District Deputy and other members of management team. Assist in making travel arrangements for district management staff and coordinate the requirements for submission of travel expenditure. Prepare, edit, and manage correspondence, reports, presentations, and other documents needed by management staff. Review incoming

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	requests from the public, operators, and other agencies to assist in directing them to appropriate management staff.
25%	Asset Management Responsible for managing and resolving requests related to office facilities and workplace issues, which includes but is not limited to; coordinating repairs, addressing maintenance concerns, assisting service vendors in the office, ensuring equipment is functioning properly, and supporting employees with any facility-related needs. Provide District support in receiving, setting up, collecting, inventory of IT-related items in coordination with Enterprise Technology Services Division (ETSD), and maintain tracking documentation of these items. Coordinate with and act as back-up for the District Fleet Coordinator to ensure all vehicles are properly rotated to meet the required vehicle utilization each month. Promptly arrange the required vehicle maintenance or repairs with service vendors, Fleet Administrator, and Department of General Services (DGS) inspector, including arranging for necessary towing, or driving the vehicles to/from repair shops. Distribute and maintain records of FOB/GPS tracker assigned to staff, coordinate with Business Services Office (BSO) for FOB required for district staff. Perform physical vehicle inspections, safety checks, first aid and all necessary safety equipment check in our State vehicles. Submit requisitions to restock or replace any safety vehicle items, field and office supplies. Coordinate with district staff to collect all Fleet card receipts, review all expenditures, prepare and calculate the monthly mileage usage, and submit the required monthly Fleet vehicle reports on or before the monthly deadline.
20%	Records Maintenance Maintain filing system and handle confidential documents and information. Respond to requests for copy of well records, including retrieving/locating requested records in the file room and other file storage cabinets, or electronic file system. Assists Public Records Act (PRA) Coordinators in responding to public's requests by retrieving requested records, preparing, scanning documents, and conducting quality control. Assist in uploading converted electronic records to CalGEM's online cloud storage or downloading records from WellSTAR. Work with operators, engineering staff, districts, and program areas in the Sacramento office to compile documents and detailed information to process requests from the public. Input information into CalGEM database, type weekly summaries, statistical tables, and other documents for the district. Complete assignment using thorough knowledge of format and design of material, reviewing, scanning and appending documents to digital files in MS Word, Excel, Adobe, and internal network.
15%	Office Support Answer and forward incoming calls for District staff, take and track messages and forward via email, greet and assist visitors, maintain guest sign in log and monitor Southern District email accounts. Assist with sorting incoming mail, preparing outgoing mail, schedule overnight couriers, receive and reconcile deliveries, and maintain supply inventory. Research inquiries from the public and governmental agencies. Coordinate reporting of office facilities and property management issues with Supervisor I.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Update office logs, directories, and other similar reference documents. Gather, maintain, update, and assess data and prepare reports. Present ideas and information effectively both orally and in writing.
5%	Perform administrative duties including but not limited to adherence to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; adheres to department's Telework policy and schedule when applicable; accurately reports time in the Daily Log System; and submits timesheets by the due date. Attend unit, district, interdepartmental meetings, and other meetings scheduled by the department/division which may be in-person or remote and brief management of meeting agenda.

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	Follow and participate in the District's Emergency Response Plan. Perform other miscellaneous duties or projects within the job classification as assigned by management.
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SUPERVISION RECEIVED:

Receives general supervision from the Administrative and Assets Manager (Supervisor I).

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

None

PERSONAL CONTACTS:

The Office Technician (typing) will provide a variety of support to District staff and to the public, industry, and other governmental agencies requesting Department records and in coordinating management meetings. The Office Technician will coordinate with clerical, analytical, technical engineering staff and management within the District, the Division, other agencies, and the public.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success of the most critical functions of the California Geologic Energy Management (CalGEM), the Department of Conservation's policy role, and the public image of the Department. If these functions are not adequately performed, consequences may include, but are not limited to:

- Division will be unable to meet its CA Legislative mandates.
- Possible hazards to life, health, property, and natural resources.
- Negative impacts on the Division's relationship with our state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The incumbent must demonstrate the ability to:

- Read and write English at a level required for successful job performance and communicate effectively with individuals in a tactful and professional manner.
- Perform clerical work, including ability to spell correctly.
- Make arithmetical computations.
- Operate various office machines.
- Follow oral and written directions.
- Evaluate situations accurately and take effective action.
- Demonstrate punctuality, initiative, and dependability.
 - Adhere to Department of Conservation policies and procedures.
 - Adhere to work schedule and maintain consistent regular attendance.
 - Use business and government standard software/computer, office equipment and specified essential computer resources.

This position is considered office-centric and is not eligible for telework.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Sit at a desk, in a chair, and in front of a computer screen. • Moving/walking about the office and standing or sitting during meetings. • Use a telephone console, a cordless telephone with headset, or cellular device. • Bend (neck and waist), squat, kneel, and twist (neck and waist).

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	• Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands. • Using personal communication equipment and portable computers.
OCCASIONALLY	• Reaching (above and below shoulder level). • Travel via private or public transportation (i.e. driving automobile, airplane, etc.), including overnight travel inside California may be required. • Lifting and carrying up to 20 pounds. • Drive State vehicle to/from a service vendor for inspection or repair.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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