

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Office Technician (OT)	REPORTING UNIT NUMBER: 864	
DIVISION/BRANCH OR CENTER: Inland Empire District, Region 3	LOCATION: San Bernardino, CA	
CLASS TITLE: Office Technician - Typing	POSITION NUMBER: 533-864-1139-003	EFFECTIVE DATE: August 21, 2024

SUPERVISION EXERCISED

NUMBER None	DIRECT SUPERVISION CLASSIFICATION None	NUMBER None	INDIRECT SUPERVISION CLASSIFICATION None
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EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direct supervision of the Administrative Officer, the Office Technician (OT) performs general Corpsmember and staff personnel matters which include:

Relative Time
Required

40% Payroll:

- Initiate and process payroll documents for all staff and Corpsmembers, daily data entry of Corpsmember work hours into C³ Database.
- Prepare weekly crew rosters.
- Prepare monthly payroll reports for submission to management and department headquarters.
- Update staff and Corpsmembers information in C³ Database.
- Receive and distribute employee warrants.
- Act as the Human Resources Liaison for all staff and Corpsmembers at the local district.
- Collect and submit staff time sheets to Human Resources.

40% Transactions:

- Prepare and process the necessary paperwork to complete all staff and Corpsmember appointments, reinstatements, transfers, separations, promotions, and insurance and benefits enrollment.
- Establishes and maintains CM personnel files and payroll records.

10% Assist District Director, Administrative Officer & Conservation Supervisor as needed:

- Responsible for updating Full-Time Equivalent (FTE) on a weekly basis, assist with travel accommodations, Travel Advances and Expense Reimbursements as needed.
- Perform receptionist duties including but not limited to receiving and screening telephone calls & directing calls to the proper personnel.

- Greeting the public and answering routine inquiries.
- Retrieves and distributes all incoming and outgoing mail.

5% **Workers' Compensation:**

- Monitor and track all cases and minor injury reports, serves as the point of contact for headquarters personnel, State Compensation Insurance Fund (SCIF) and medical doctors.

5% **Promote Diversity, Equity and Inclusion:**

- Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date