

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 1484-1139-002	SAP POSITION NUMBER 50001186	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DFO/Sacramento Maintenance Yard	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R04				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Shawn Burnsed	SUPERVISOR'S CLASSIFICATION Asst Utility Craftworker Superintendent	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 07/27/2026	
<i>Percent of Time</i>	<i>Activity</i>			
35%	POSITION SUMMARY Under general direction of the Assistant Utility Craftworker (UC) Superintendent, Water Resources (WR), with guidance and direction in the performance of staff functions from the Division of Flood Operations's (DFO) Administrative Officer (AO) or Assistant AO, at an advanced journey level while consistently exercising a high degree of initiative, independence, and originality in performing assigned tasks for the Sacramento Maintenance Yard (SMY). ESSENTIAL FUNCTIONS Incumbent must exercise good judgment; independently research and resolve the more difficult problems; maintain confidentiality when exposed to sensitive documents and situations and possess the ability to communicate effectively concerning contact with internal and external partners. This position requires that the incumbent work cooperatively and respectfully with others and maintain good verbal communication with the general public and Department of Water Resources (DWR) team members; and maintain regular, consistent, and predictable attendance. The specific duties are, but are not limited to, the following: Independently originates drafts and finalizes copies of a variety of written material such as correspondence, reports, annual Appraisal and Development (A&D) forms, probation reports, using Microsoft Word and other Microsoft software in accordance with current DWR correspondence policies and procedures. Scan hardcopy documents into digital formats ensuring clarity and completeness. Perform records management duties, which include filing drug testing and State Compensation Insurance Fund forms, accident reports, annual A&D forms, emergency contact information, and Department of Motor Vehicles reports for office staff. Order and maintain office supplies and equipment. Prepare clear, accurate, and well organized meeting minutes by documenting key discussions and action items. Distribute finalized minutes to appropriate staff. Assist staff in creating purchasing requisitions. Type and record Daily Work Schedules and ensure they are accurately uploaded and shared in the SMY SharePoint folder. Maintain consistent documentation practices. Provide telephone coverage, screen calls and tactfully deal with the public, DWR personnel, and cooperating agencies. Assists with inventory tracking and			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Shawn Burnsed		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)		EMPLOYEE'S SIGNATURE ➤		DATE

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	non-capitalized asset audits. Assist Utility Craftworkers, WR, with completing travel advances and travel expense claims. Enter purchases and travel expense claims into the accounting spreadsheet to ensure accurate and timely financial tracking. Utilizes Outlook, Microsoft Teams, and verbal communication to maintain regular, clear, and professional interactions with supervisors, team members, partner agencies, vendors, contractors, and members of the public. Communicate effectively to exchange information, coordinate activities, and resolve issues.			
30%	Serve as Training Coordinator. Prepare and process training enrollment documents and advise managers and employees on training policies and procedures. Perform various administrative training processes using the Dynamic Education, Learning, and Training Application, including but not limited to completing internal and external training requests and approvals. Develop and maintain spreadsheets to track training records. Update learning histories and work with management to schedule training to ensure compliance. Assist the Safety Engineer by coordinating and scheduling safety trainings. Upload safety documents, meeting materials, and related records to SharePoint to ensure accurate documentation, accessibility, and compliance with departmental standards. Serve as liaison for benefits with the DFO Human Resources Section.			
20%	Serve as Timekeeper. Monitor time attendance reporting for section staff in order to ensure that all time is entered and approved appropriately and timely utilizing SAP timekeeping functions in accordance with established timekeeping policies and procedures. Initiate necessary corrections to time entries for staff. Create monthly time transfers and monthly timekeeping reports. Track and log overtime and submit monthly overtime reports to management. Distribute mail, photocopies, forms, and various documents.			
5%	Prepare, compile, and monitor data relevant to personal injuries and vehicle accidents. Compile mileage information from monthly vehicle logs received from office staff and enter data into SAP. Process monthly travel claims in accordance with established DWR policy. Make travel arrangements when necessary. Schedule Department of Transportation Medical Physical Examinations for all required staff using SMY contracted medical provider. Coordinate appointments, confirm availability, and ensure all documentation is completed and submitted per SMY requirements.			
5%	During times of emergency, provide vital information to field personnel and cooperating agencies, maintaining continuous daily contact by operating a two-way radio system. Assist staff with obtaining supplies utilized by field personnel during times of emergency. This may require driving a vehicle on public roadways.			
5%	Prepare “Invitations for Bid” documents for all contractual services required at SMY, finalize for approval, and ensure forms are in compliance with procurement and State Contracts Register procedures. Maintain SMY’s records of emergency purchases, labor and equipment used to provide basis for Federal Emergency Management Agency (FEMA) claims working closely with DWR’s FEMA Coordinator. Provide backup support to the Business Service Officer I (Specialist) by entering service entry sheets, inputting and processing invoices for payment, and receiving and			

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	documenting delivered packages. Assist in ensuring timely processing of financial transactions and accurate handling of incoming materials. May assist SMY UC Superintendent, WR, in preparing for meetings with auditors by pulling records from files and/or providing information, such as statistical reports, either from SAP or time reports regarding the above activities. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Operations, Flood Planning and Improvements, 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 the Governor's Office of Emergency Services and Federal Emergency Management Agency in disaster work, including performing 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 performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. SPECIAL REQUIREMENTS Must have knowledge of or ability to learn Microsoft Word, Microsoft Excel, and SAP MM (Material Management) and HR (timekeeping and training) modules. Possession of a valid California driver's license as travel within California may be required. 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. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			