

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION MST	REPORTING UNIT NUMBER 436	
DIVISION/BRANCH OR CENTER Region II, Los Piños Center	LOCATION Lake Elsinore, CA	
CLASS TITLE Management Services Technician	POSITION # 533-436-5278-XXX	EFFECTIVE DATE

Supervision Exercised

NUMBER 0	DIRECT SUPERVISION CLASSIFICATION	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION
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Under the direct supervision of the Administrative Officer at the Los Piños Center, the incumbent is responsible for the following duties:

40%	Assists Administrative Officer with inventorying and ordering supplies and services through Statewide Contracts and proper procurement methods. Creates and executes Purchase Orders, Service Orders, and Contracts as needed. Evaluates and processes invoices and P-Card statements in FI\$CAL. Logs and tracks purchases in Excel. Utilizes FI\$CAL tools to run reports for management and track budget. Audits and assists with travel arrangements, travel advances and expense reimbursements for employees. Prepares monthly reports of vehicle mileage and non-fuel operating costs to Business Services and/or DGS for leased vehicles.
30%	Distributes, receives, and reviews completed Daily Rosters for Corpsmembers. Enters information in C ³ and prints reports as needed. Completes and processes all staff and Corpsmember payroll including overtime. Prints, distributes, receives and tracks signed 634s. Processes workers' compensation documents for Corpsmembers and Staff by entering information into C ³ , copying and filing documents, forwarding to State Compensation Insurance Fund and CCC Headquarters, and tracking documents to verify they have been processed correctly and timely. Processes hiring packets and termination documents in C ³ and forwards to Human Resources. Files copies in office for Corpsmembers and Staff. Receives, enters, and forwards benefit information to CCC Health and Safety Unit for Corpsmembers and Staff.
20%	Performs basic research for center management. Drafts and edits memos, letters and reports. Tracks and updates staff training spreadsheet monthly. Updates phone listings and other materials as needed. Maintains physical and electronic storage of sensitive documents and materials per document retention policies.
10%	Performs receptionist duties including answering phones, greeting the public, filing documents. Provides general support to all staff as needed.

Employee Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____