

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME Vacant	MCR I
CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 538-105-1139-010
WORKING TITLE Program Support Technician	DIVISION/UNIT California Geological Survey/Program Admin
EFFECTIVE DATE	LOCATION Sacramento
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 general supervision of the Supervisor I, the Office Technician (Typing) is responsible for providing administrative support to technical teams in the California Geological Survey (CGS). The incumbent is partnered with a program analyst. The Office Technician (OT) will assist the program analyst in areas such as Human Resources (HR), budgets, contracts and training, and will regularly perform a wide variety of the most difficult and responsible clerical work in areas such as timekeeping, correspondence production, travel, accounting, and purchasing. The incumbent of this position must be willing and able to treat others with respect, to work effectively in a team environment, and adhere to department policies, rules and procedures. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
15%	Maintain knowledge of and accurately applies timekeeping rules and policies and provides guidance and assistance to staff members. Review and verify timesheets prepared by employees for completeness and correct coding and charges to appropriate accounts.

POSITION DUTY STATEMENT

	Submit timesheets in compliance with the policies from the Division of Administration. Notify and assist employees with making corrections to timesheets. Notify managers of dock cut-off dates, prepare an Std. 603 ("Absences Without Pay Report") if needed, and submit the Std. 603 in a timely manner. Distribute paychecks and travel expense checks. Enter employee hours into projection tracking spreadsheet, as requested by program analyst.
15%	Prepare posting tags, ensuring that charges are correctly coded, that program analysts have reviewed and approved them, and that appropriate management signatures are obtained. Submit posting tags with necessary back-up material to the Accounting Office in a timely manner. Enter information from posting tags to program tracking logs. Maintain copies of posting tags and invoices pursuant to administrative policy.
15%	Type, format and proofread letters, memoranda, drafts, and reports using MS Word. Assist staff with preparing correspondence, memorandums, presentations, forms, tables, charts, reports, labels, and sensitive and technical documents. Ensure proper grammar, spelling, punctuation, packaging, and consistency with administrative policy and procedures. Prepare mass mailings of various letters and reports. Maintain appropriate copies.
10%	Review Travel Expense Claims (Std. 262) (TEC) prepared by employees, verify requested reimbursement is allowable and ensuring necessary backup is included. Advise employees of any needed corrections. Ensure correct budget codes are used. Submit TECs timely to Accounting. Monitor TECs and follow up with the Accounting Office if employees have not received reimbursement checks within ten working days of submission. Assist staff with preparation and submission of out-of-state travel requests. Maintain copies of TECs pursuant to administrative policy. May make travel arrangements for employees. Enter travel expenses into Program Tracking Log. Reserve conference rooms for staff. Assist staff with setting up for meetings. As requested, set-up/tear down conference rooms, including any needed audio visual and/or computer equipment.
10%	Prepare Department of Conservation (DOC) 5 forms for requested items in accordance with CGS policies and procedures. Monitor supply availability and submit orders when necessary. Enter information from DOC 5 to program tracking logs.
10%	Reconcile monthly vehicle charge receipts with fleet card invoices pursuant to CGS policies and procedures. Enter information into program tracking log. Enter mileage into program tracking log.
10%	Answer, screen, and refer incoming calls to the appropriate staff. Provide basic information regarding CGS and answer questions as appropriate. Take messages as necessary and route to proper staff. Greet, assist, and direct visitors as appropriate. Receive deliveries and notify recipients of delivery, or as practicable, deliver item(s).
10%	Make photocopies, scan, and fax documents. Maintain and update calendars. Receive, date stamp, and deliver incoming mail. Prepare outgoing mail, including courier mail. Assist with preparing HR documents and reports and arranging and facilitating interviews. Assist and/or backup to other OT's, as needed. Maintain copy machine and supplies. Update OT processes as needed. Maintain files of records and reports. Attend CGS administrative team meetings and program or department meetings. Assist with orienting and organizing office space for new employees.

POSITION DUTY STATEMENT

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Perform personal administrative duties including, but not limited to: submit administrative requests for leave, overtime, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Perform other duties as required in support of CGS' business needs.

SUPERVISION RECEIVED:

The Office Technician (Typing) reports directly to the Supervisor I. Lead direction and assistance pertaining to program policies and procedures may come from the Supervising Engineering Geologists, Analyst II/Analyst I in assigned programs.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

This position has daily contact with all levels of department personnel, vendors, as well as representatives from other state agencies, including control agencies and the general public. The material covered with these contacts and when performing timekeeper duties, the topics/material covered may be sensitive in nature.

ACTIONS AND CONSEQUENCES:

If the following duties are not accurately performed or not performed by the given due date it will negatively impact the program

- If receptionist duties are not carried out in a professional, courteous manner, dissatisfaction with CGS' services and/or creation of a negative image of CGS as an organization may result
- If accounting-related duties are not performed accurately/timely, there may be negative impact on the program's budget. In addition, if invoices aren't submitted timely, penalties may be incurred.
- If timekeeping duties are not completed accurately and timely, employees may not be paid correctly, and/or their leave balances may be incorrect.
- If the fleet card account is not reconciled and submitted by the due date, penalty fees may be incurred.
- If TECs are not completed in a timely manner, reimbursement to employees may be delayed.

CONDUCT AND ATTENDANCE EXPECTATIONS:

You are expected to be courteous, treat others fairly, honestly, with respect, work cooperatively, and provide the highest level of service possible when interacting with state employees, peers, management, and the public. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for CGS are Monday through Friday from 8:00 a.m. to 5:00 p.m. Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures. Working at home, before and/or after hours is unauthorized unless pre-approved. Commute to or from the office is not considered time worked.

POSITION DUTY STATEMENT

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, printer and scanner under non-natural lighting for prolonged periods. • Use of multi-line telephone console or a cordless telephone. • Work in a high-rise building. • Bend (neck and waist), squat, kneel, and twist (neck and waist). • Reaching (above and below shoulder level). • Move/walk about the office and stand or sit during in-person meetings. • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
OCCASIONALLY	• Lift, move, or carry items weighing up to 20 lbs., including boxes or reams of paper. • May be required to travel inside California via private or public transportation, including overnight.

The duties of this position are subject to change and may be revised as needed or required.

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 have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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