

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing) Permanent Intermittent		DWR POSITION NUMBER 2410-1139-900	SAP POSITION NUMBER 50002102	MCR 01
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/San Luis Field Division/Admin Branch	
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) Denise Medeiros		SUPERVISOR'S CLASSIFICATION Supervisor II
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 7/8/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Supervisor II and on a permanent-intermittent basis, the incumbent shall perform the following duties utilizing computer related programs, policies and procedures and SAP transactions.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. The position requires good clerical skill as well as mature judgment, initiative and tact. Working knowledge of the State and Department policies. The specific essential duties are:			
25%	Reviews and resolves a complex and time sensitive biweekly payroll system in accordance with MOU rules. Incumbent is responsible for ensuring accurate time is recorded in SAP for all employees encompassed in six separate bargaining units, as well as non-represented supervisors and managers. The time allocation duties for the field division includes coordination of time recording activities between time recorders and Personnel Services Specialist in Headquarters; verifies the compliance of field division time recording. Applies proper shift differential, audits usage of biweekly schedules to limit substitutions in SAP, determine and creates substitutions when needed, creates SAP reports and ensures proper time input/coding by time recorders. Reviews and analyzes warrant issues for monthly, biweekly, hourly, overtime and miscellaneous pay warrants to ensure payroll is accurate. Must be knowledgeable with the complexity of the timely payment of wages, overtime calculations, floating holidays, shift premium, Operational Availability Compensated Time Off (CTO), and 12 hour rotating shift work as it relates to the six bargaining unit contracts to ensure employees are compensated accurately and timely in compliance with rules, regulations and MOU's.			
20%	Assist the Apprentice Coordinator (Management Services Technician) with securing exam material and proctoring all home-study and final exams for all apprentices assigned to the field division.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print)		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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Percent of Time	Activity			
15%	Provides customer service to the public, outside visitors and coworkers. Prepares memorandums, letters, encroachment permits, reports, spreadsheets and other material in accordance with appropriate manuals and format/procedural guides, using a computer or laptop, for the Field Division Manager and Branch Managers of all six (6) branches. Distributes mail, batch daily outgoing mail, and applies correct postage including taking overnight mail to our warehouse. Orders, stocks, and organizes office supplies for the Administration Branch. Maintains Employee Notice (bulletin) Boards and Safety Boards as needed. Incumbent will be required to operate automotive vehicles on public roadways throughout the field division to update safety bulletin boards.			
15%	Serves as vehicle coordinator for the Administration Branch. Responsible for collection of all vehicle logs and inputting the vehicle mileage records into SAP and internal database and prepares reports for monthly usage. Monitors and maintains required documentation for Field Division's Vanpool Program in accordance with Department's Vanpool Program policies and procedures. Processes monthly vanpool packets and sends the vanpool driver payments to the Accounting Office. Coordinate, analyze and prepares Home Storage Permit requests/renewals ensuring all requests meet Department of Water Resources and Department of General Services criteria for the vanpools and ICT members.			
10%	Responsible for requesting and monitoring DMV Pull Notices and ensuring compliance with the Department of Transportation Random pool Program for employees with a Class A Driver's License and appropriate endorsements. Enrolls and deletes employees from the random pool program, and prepares Authorization for Medical Exam forms for DMV physicals. Maintains proper documentation of DMV records for use in CHP audits.			
10%	Responsible for taking and distributing minutes for the monthly Field Division's Safety Committee Meetings. Posting and uploading safety audits to field division's Safety Boards as well as Share-point database as necessary. Participates and assists in administration of civil service examinations for classifications delegated to the field division for testing.			
5%	Provides updates and distribution of policies and procedures including, but not limited to Industrial Injury and Prevention Program (IIPP), San Luis Field Division Standing Orders, COde of Safe Work Practices, Special Conditions and Project Management Operations Manuals (PMOD's). Assists office staff with confidential filing and scanning of personnel records, travel claims and other documents as necessary. Completes the monthly scanning and filing of Job Hazard Analysis (JHA's) and Confined Space documentation.			

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	PHYSICAL REQUIREMENTS Strength and ability to move up to 25 pounds. Must have stamina and ability to work at a desk and/or computer for extended periods of time; must be able to operate standard office equipment such as copier, postage machines and computer and learn/know appropriate programs. Must work well with other people, (and different personalities); provide exceptional customer service and assistance to our Field Division staff; deal effectively with the public; and accept changes in assigned priorities based on operational need. SPECIAL REQUIREMENTS Must have a valid California Class C license as travel is necessary to attend meetings, training and perform the requirements of this position both within and outside of the field division. Willingness to work mandatory overtime and work irregular hours in times of emergency. Employee is required to successfully complete all safety training related to the functions of the job. 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. This position is not eligible for telework. This position provides necessary support to the Divisions of Flood Management, 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 California 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.			