

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (typing)		DWR POSITION NUMBER 1201-1139-900	SAP POSITION NUMBER 50043566	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION CEBO/Administration and Program Control	
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) J'Nae Boley		SUPERVISOR'S CLASSIFICATION Supervisor I
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse				DATE 8-21-26
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY: Under general supervision of the Supervisor I in California Energy Bond Office (CEBO), the Office Technician (Typing) will serve as CEBO's receptionist and support CEBO staff by performing difficult and responsible clerical work in areas such as correspondence, travel arrangements, and purchasing.			
	ESSENTIAL FUNCTIONS: This position requires the incumbent to work cooperatively with others, both in person and on the telephone; maintain regular, consistent, predictable attendance; and maintain high ethical standards. The incumbent is expected to demonstrate the ability to act independently, creatively solve problems, and participate as a team player in a team environment. The incumbent should be open-minded, flexible, and tactful. Proficient with Microsoft Word, Excel, and Outlook. The incumbent must possess the capability to work under pressure and with time constraints; handle changing priorities; consistently exercise initiative; and take independent action. The specific essential duties are as follows:			
40%	Prepare and review correspondence on a personal computer in draft and final form in accordance with the DWR Correspondence Procedures Manual to produce error-free final copies for signatures, including confidential personnel and disciplinary documents and purchasing/contracting documents. With general instruction, compose correspondence for signatures. Advise office staff on correspondence procedures and policies and assist them in the proper format and construction of any correspondence they are required to develop.			
20%	Provide clerical support to CEBO staff. Schedule meetings and compile appropriate meeting materials; prepare meeting and appointment calendars. Make travel arrangements. Independently exercise sound judgment to take effective action in handling sensitive correspondence. Sort, date stamp, and distribute daily office mail, route documents and mail accurately and appropriately. Maintain the office filing system. Copy and scan documents. These duties may require driving a vehicle on public roadways.			
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

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Office Technician (typing)		1201-1139-900	50043566	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
VACANT		TBD	CEBO/Administration and Program Control	
Percent of Time	Activity			
20%	Serve as CEBO's receptionist by answering, screening, and referring incoming calls to the appropriate office staff. Provide basic information regarding CEBO and answer questions as appropriate. Screen a variety of visitors, including Department employees (e.g. program staff, requisitioners, buyers, approving officials), the public, State agency officials, and contractors and suppliers working with or seeking to transact with DWR.			
5%	Function as the Purchasing Coordinator by creating requisitions in SAP for office supplies, training courses, and copier maintenance. Clean up unprocessed requisitions at fiscal year-end. Provide point of contact for the digital copiers, coordinate repairs, receive maintenance invoices, and obtain the Manager's approval. Using SAP, prepare Service Entry Sheets for payment of invoices and manage CAL-Card transactions. Monitor and replenish office supplies on a daily basis, including reordering copier and printer paper when supply is low.			
5%	Serve as CEBO's Timekeeper for staff by maintaining knowledge of and accurately applying timekeeper rules and policies and providing guidance to staff members. Review staff absence requests and enter time for employees who are out of the office and unable to do so. Make time entry changes in SAP to correct time entered by staff or to convert time as necessary. Run ZDUN reports in SAP weekly to ensure all time has been entered and approved. Resolve time discrepancies with staff and/or the Personnel Specialist. Maintain timekeeping documents in files, including Absence Request Forms, and purge as instructed by timekeeping rules or instructions by the CEBO Manager. Generate SAP reports on past time usage for other CEBO staff to use in budgeting for future fiscal years.			
5%	Serve as CEBO's Training Coordinator. Coordinate the annual Appraisal and Development process for staff, provide staff with the necessary documentation and instructions, and notify them of the due date to Office Manager. Locate sources for needed training requested by staff. Assemble completed documents for the Manager to review, including training histories, and schedule meetings for the Manager to discuss performance appraisal with each staff person. Handle all paperwork and SAP entries for the A&D process, enroll office staff into training classes, and prepare necessary paperwork following the completion of each training class. Attend Training Coordinator training workshops to keep up-to-date on policies and procedures.			
5%	Provide assistance and/or backup to the Vehicle Pool Coordinator. This may require driving a vehicle on public roadways. Maintain the State vehicle by ensuring it is routinely serviced and is fueled.			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (typing)		DWR POSITION NUMBER 1201-1139-900	SAP POSITION NUMBER 50043566	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION CEBO/Administration and Program Control	
<i>Percent of Time</i>	<i>Activity</i>			
	OTHER RESPONSIBILITIES: 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, SWP, 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 Cal OES and FEMA 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. KNOWLEDGE, SKILLS, AND ABILITIES: Ability to: - Understand, learn, and proficiently use the standard Microsoft Office suite of software and electronic data processing systems and operate various office machines; - Read, understand, and follow written instructions and procedures; - Understand and follow verbal instructions; - Gain and maintain the confidence and cooperation of those contacted during the course of work; - Learn new tasks and demonstrable capacity for development; - Perform clerical work, including the ability to spell correctly, use correct grammar, and calculate solutions to mathematical problems involving addition, subtraction, multiplication, and division. Skills to: - Interact with various levels of staff, management, and the public in a professional and courteous manner; - Learn and apply policies and procedures used in the course of work, such as the DWR Correspondence Manual, DWR training rules and guidelines, and DWR Timekeepers Manual; - Communicate clearly and concisely with all staff. ADDITIONAL REQUIREMENTS: This position may require extended hours and/or work outside of normal business hours. SPECIAL REQUIREMENTS: 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.			