

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION MST	REPORTING UNIT NUMBER 660	
DIVISION/BRANCH OR CENTER Region 2 / Greenwood	LOCATION Greenwood, CA	
CLASS TITLE Management Services Technician	POSITION # 533-660-5278-XXX	EFFECTIVE DATE

Supervision Exercised

NUMBER 0	DIRECT SUPERVISION CLASSIFICATION	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION
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In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direct supervision of the Administrative Officer, the Management Services Technician (MST) must have a working knowledge of CCC Policies and Procedures, have excellent organizational and prioritization skills, and exercise a high degree of judgment, initiative, and independence in performing difficult and responsible duties:

30% Procurement, Fiscal Analysis & Asset Duties

- **Analyze and coordinate** center procurement needs; assist the Administrative Officer, District Director, and Conservation Supervisor with purchases using appropriate statewide contracts and state procurement methods.
- **Draft and execute** Purchase Orders, Service Orders, and formal Center Contracts in alignment with state purchasing regulations.
- **Audit and process** high-volume vendor invoices and credit card (CAL-Card) statements directly within FI\$Cal, ensuring proper funding codes and cost-center allocations.
- **Log, track, and monitor** center expenditures, utilizing Excel and FI\$Cal reporting tools to analyze budget variances and generate reports to inform AO in forecasting remaining allocations.
- **Assists with center fleet logistics**, compiling and analyzing monthly vehicle mileage and non-fuel operating cost reports for submission to Business Services and the Department of General Services (DGS).

25% Process Coordination, Policy Monitoring & Manual Maintenance

- **Serve as the center Process and Procedure Coordinator**; collaborate directly with management to develop, refine, and streamline operational workflows.
- **Maintain and update the District Operations Manual**, review and update text to ensure all formatting aligns strictly with district guidelines and standards.

- **Liaise with Subject Matter Experts (SMEs)** and department heads to facilitate regular updates, integrate regulatory changes, and review manual content for operational accuracy.
- **Monitor and analyze data** by tracking established district operational workflows and reviewing internal files, to generate reports that will inform AO, Con Sup, and DD in their efforts to ensure staff remain compliant with official procedures.
- **Identify and report** administrative discrepancies, filing system failures, or missed work deadlines to district management alongside recommendations for systemic fixes.

15% **Personnel Operations, Payroll & Benefits Processing**

- **Process** the end-to-end payroll cycle for both Civil Service staff and Corpsmembers, including the calculation of complex overtime and shift differentials.
- **Audit, track, and reconcile** timesheets, ensuring strict compliance with CalHR laws and bargaining unit contracts.
- **Coordinate center-level onboarding and separations** by auditing hiring packets, processing transaction documentation within the C3 database, and interfacing with HQ Human Resources.
- **Serve as the primary benefits liaison** for the center; audit, track, and securely transmit staff and Corpsmember benefit enrollment information to the appropriate HQ Human Resources Unit.

10% **Workers' Compensation Case Management & Safety Oversight**

- **Process Workers' Compensation documents**, as completed by staff, for staff and Corpsmembers; ensure the accurate entry of injury data into C3, compile legal document packets, and file claims with the State Compensation Insurance Fund (SCIF) and HQ.
- **Track and audit claim timelines** to verify that all medical, legal, and state documents are processed within strict statutory windows.
- **Analyze data to maintain the center's official OSHA 300 log**, ensuring the accurate reporting of temporary disability and modified-duty hours.

10% **Administrative Research & Analytics**

- **Conduct less difficult technical research and data gathering** for center leadership (Administrative Officer, Conservationist Supervisor, District Director) to support center decision-making.
- **Draft administrative materials**, including official memorandums, formal correspondence, and operational reports.
- **Audit daily Corpsmember attendance rosters**, executing data entry into C3 and analyzing reports to identify attendance trends or discrepancies.
- **Oversee staff training metrics**, managing and updating the tracking spreadsheet monthly. Reports upcoming and/or missed training deadlines to AO and DD.

5% **Office Governance**

- **Oversee the physical and electronic storage architecture** for sensitive, confidential, and protected center documents.
- **Assists with travel logistics**, travel arrangements, travel advances, and auditing

Travel Expense Claims (TECs) for compliance.

- **Provide front office support**, including public interaction, phone triage, and general administrative backup to center staff.

5% Diversity, Equity, and Inclusion

- **Participate in professional development** opportunities, including tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Staff Name: _____

Staff Signature: _____

Date: _____

Supervisor's Name: _____

Supervisor Signature: _____

Date: _____