

CALIFORNIA CONSERVATION CORPS POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Office Technician	REPORTING UNIT NUMBER 660
DIVISION/BRANCH OR CENTER Region 2 / Greenwood	LOCATION Greenwood, CA
CLASS TITLE Office Technician (Typing)	POSITION NUMBER 533-660-1139-XXX
	EFFECTIVE DATE

Supervision Exercised

Number 0	DIRECT SUPERVISION CLASSIFICATION None	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION None
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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 Office Technician 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:

35% **Personnel Transactions Duties**

- **Review, verify, and calculate** monthly timesheets for staff and Corpsmembers (CMs); accurately enter hours into designated tracking systems and state forms.
- **Compile and audit** completed timesheet packets; submit timely to the designated supervisor for formal review and approval.
- **Process approved timesheets** and securely transmit completed payroll packets to Headquarters (HQ) Personnel according to strict monthly deadlines.
- **Liaise directly with HQ Personnel Staff** to reconcile discrepancies, resolve timekeeping issues, and ensure personnel documentation complies with policy.
- **Maintain, track, and audit** master attendance logs, overtime authorization, vacation schedules, and leave balances.
- **Investigate and resolve** employee or CM inquiries regarding pay discrepancies, warrant distribution, or leave balances.
- **Assist new hires** and CMs with the accurate completion of initial payroll, withholding, and benefit intake paperwork.
- **Initiate and process** comprehensive personnel transactions for Civil Service staff, Special Corpsmembers (SpCMs), and CMs (appointments, transfers, separations, promotions, and health benefit enrollments).

20% General Administrative Support

- **Organize and maintain** physical and digital central office filing systems; ensure logical archiving and efficient retrieval of operational records.
- **Coordinate mail operations** by executing the timely daily pickup, sorting, processing, and distribution of incoming and outgoing mail and shipments.
- **Prioritize daily workflows** to ensure all operational deadlines are met in accordance with Administrative Officer expectations.
- **Coordinate logistics for staff meetings**, including preparing agendas, assembling meeting materials, and taking and distributing accurate minutes in a timely fashion.
- **Provide front office reception coverage**, managing telephone systems, routing calls, and greeting the public and CMs with professional customer service.
- **Serve as the primary backup** for the Medical Services Technician (MST) to ensure continuity of basic administrative operations and medical administration tracking.

15% Worker's Compensation & Safety Administration

- **Maintain, track, and forward** completed workers' compensation documentation from local management to HQ Health and Safety personnel.
- **Input and manage** injury data within our internal system, ensuring accurate reporting of temporary disability hours and strict maintenance of the OSHA 300 log.
- **Coordinate appointment scheduling** by keeping CM supervisors fully informed of all compensation-related medical appointments to ensure compliance and attendance.
- **Maintain secure** specialized Workers' Compensation filing systems for Civil Service staff, SpCMs, and CMs, alongside dedicated CM medical files.
- **Ensure strict adherence** to HIPAA, California Confidentiality of Medical Information Act (CMIA), and privacy laws when handling, storing, and discussing employee medical data.

15% Procurement & Financial Tracking

- **Prepare and input** CAL-Card purchase transactions and accounts payable data into FI\$Cal, ensuring accurate coding and compliance with state procurement rules.
- **Compile and audit** procurement packets; generate complete, accurate copies and prepare overnight shipping packages for secure transit to Headquarters.
- **Track monthly expenditures** by entering receipt and invoice information into the Excel expenditure tracking system to maintain accurate center balance sheets.
- **Maintain** organized vendor files, including current vendor documentation, purchase orders, contracts, and payment receipts.

10% Office Upkeep

- **Audit and reconcile** Travel Expense Claims, invoices, and vouchers; post financial data to the center's Excel trackers and cross-reference with monthly HQ budget reports.
- **Manage office supply inventories** by tracking stock levels, placing orders within budget, organizing storage areas, and generating monthly inventory reports.
- **Organize and secure** general subject logs, administrative folders, and confidential operational files according to standardized records management systems.

5% Promote 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: _____