



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Office Technician (T)	549-554-1139-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Office Technician (T)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	340 James Way, Ste 270, Pismo Beach, CA 93449 Oceano Dunes District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Administrative Officer I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Office Technician (Typing) (OT) will work under the direct supervision of the Administrative Officer I, with guidance from the District Administrative Chief (DAC), a Supervisor II. The reporting location for this position is at the Oceano Dunes District Office, 340 James Way, Ste 270, Pismo Beach, CA 93449. The incumbent will work with a variety of District program supervisors and will collaborate with the Business Management Section (BMS) Contracts Lead Analyst II and the BMS Procurement Lead Analyst I to perform administrative support tasks. The incumbent will prepare, review, and file documents required for various types of District contracts, procurement (including IT procurement), accounting, and resource management. The incumbent will work directly in the State's financial database, Fi\$Cal, to perform data entry and assist in reconciliation efforts for BMS support services. This position also supports the Administration program through the collection of revenue (ticket sales) and by providing office support, including a variety of clerical tasks and office receptionist duties. This position will be required to demonstrate strong interpersonal communication skills with Headquarters, District, and field staff, as well as the public. This position will be required to demonstrate high organizational skills with great attention to detail. The typical schedule for this position is 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays and weekends.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Procurement/Accounting Work in Fi\$Cal to maintain District operations through State procurement process. Direct District and field staff in the completion of various accounting and procurement documents such as Requisition Requests, researching and adding suppliers to Fi\$Cal, Purchase Orders, Payment Vouchers, Requests for Revolving Fund Checks, minor contracts for maintenance of copy machines, postage meters, etc., ensuring all purchasing/accounting documents are completed and processed in a timely manner and consistent with District, State and Departmental policies, rules, regulations and guidelines. Originate, review, track, pay invoices, and reconcile individual purchase orders in Fi\$Cal, DPR internal systems, and District internal systems. Originate, review, track, pay invoices, and reconcile blanket purchase orders for such items as bulk gas, oxygen,	

	FedEx etc. based on State contracts and Master Service and Rental agreements in Fi\$Cal, DPR internal systems, and District internal systems. Ensures utilization of Small & Disabled Veteran Business Enterprises is used as much as possible. Works closely with HQ Accounting or HQ BMS to ensure all documents are processed properly and in a timely manner. Assists BMS analysts in entering, tracking, and reviewing the District Expenditure database for accuracy with Fi\$Cal and departmental programs/systems regarding District operating expenditures. Backs up BMS staff for review and finalizing District Cal-Card/P-Card processing for accuracy and other Accounting/Procurement assignments as needed. Prepares and process District Electronic Report of Collections (eROC) ensuring revenue is deposited accurately. Acts as a lead for the eROC (revenue collection) process and provides support to field staff.
30%	Information Technology Procurement Support In order to maintain general services within District Business Management Services, the position will work with the BMS Lead IT Procurement Analyst. Process IT tickets for District Onboarding, Transfers, Separations, or any other IT requests. Provide Asset Management assistance for IT equipment. Includes completing forms to obtain property tags (DPR 484a) and coordination with District staff, HQ staff, and vendors to ensure all assets are properly accounted for in Fi\$Cal or District tracking system. Assist in tracking and reporting IT related issues. Assist with District IT issues and work with Headquarters IT staff and supervisor to resolve issues. Assist in tracking and reporting IT related issues to BMS group and management. May assist in the ordering, tracking, or selecting IT equipment.
25%	Contracts and Service Agreements Under the guidance of the BMS Lead Analyst, assists and supports BMS staff to maintain District operations through the State contracting process. Assist in the preparation and processing of District contracts by tracking, reporting, and filing/organizing documents related to, and including, general contracts, Memorandums of Understanding (MOUs), Agreements for Services (285's), interagency agreements, public works, service, government entities, consulting, requests for proposals, and requests for qualifications. Work closely with Accounting or Business Services to ensure all documents are processed properly and in a timely manner. Process less complex contract/other invoices, task orders, or receiving records for payment using Fi\$Cal, with oversight from supervisor or Lead
10%	Resource Management Back up BMS staff for review and finalizing District Cal-Cards processing for accuracy. Review and process Travel Expense Claims (TEC), Concur Travel expenses, and other purchase statements. Assists with reconciliation of monthly DGS charges and periodic FTS Reconciliation reports. This may include cross-training with other staff. Act as a resource to all District supervisors on rules, regulations, policies, and limitations regarding travel and other purchasing and payable documents and processes. Give guidance to core staff in the processing of TECs, task orders, receiving records, and informal service agreements. Assist with tracking and reviewing District Expenditure database for accuracy with FTS databases regarding District operating expenditures.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Office environment. Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. May involve some exposure to aggressive visitors. Occasional to frequent work outside of office. Move about, stand, reach, stoop or bend. Use fine motor skills for computer or office machine use. Hear, see, read, write and speak in a clear and concise manner .Lift supply boxes up to 10 lbs. and move heavier supplies using a hand cart. Talking, seeing, and hearing are essential to performing the job requirements. Common eye, hand and finger dexterity is required for most essential functions. Requires prolonged sitting, standing, and walking on	

uneven and slippery surfaces. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties.
Requires both near and far vision when inspecting work and operating assigned equipment.
Safely operate state vehicles and equipment.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

TELEWORK DESIGNATION

This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE