

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician (Typing) [Limited Term]	
		Division and/or Subdivision Pipeline Safety Division	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Long Beach	
		Class Title of Position Office Technician (Typing)	
		Position Number 543-541-1139-904	
		Effective Date 10/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of Supervisor I, the Office Technician (Typing) performs a full range of administrative, clerical, and office support duties in support of the Pipeline Safety Division (PSD). The incumbent exercises initiative, sound judgment, and a high degree of independence performing assignments. Duties include but are not limited to the following: *Serve as the PSD's point of contact for general administrative support functions, ensuring that daily office operations are carried out smoothly and efficiently. *Prepare and process intra-office requisitions, service orders, and supply requests in accordance with department policies and procedures*Responsible for non-IT procurement orders and monthly invoices; schedule and coordinate maintenance and repairs of the office equipment; and conduct cursory review. *Maintain and reconcile vehicle usage and mileage logs for field engineers; coordinate routine vehicle maintenance and submit service requests through appropriate channels.		
25%	*Act as first point of contact for external and internal calls; respond to general inquiries or refer calls to appropriate personnel based on subject matter *Draft, edit, and type professional correspondence, reports, memos, meeting notes, and forms as directed by supervisory or technical staff, ensuring adherence to formatting and style guidelines. *Maintain and update contact lists, telephone trees, and emergency contact directories. *Monitor general email inboxes and route incoming communications to the appropriate staff or units. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: 5% Travel and Emergency Duty Assignments as required			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

25% *Sort, date-stamp, and distribute incoming mail and deliveries to appropriate staff; process and track outgoing mail including certified and overnight shipments. *Scan historical documents. *Maintain organized physical and electronic filing systems for administrative records, technical documents, and confidential materials in accordance with retention schedules. *Perform routine data entry into internal databases or tracking systems; ensure accuracy and completeness of entered data.

10% *Track and distribute staff equipment and Personal Protective Equipment (PPE) used for inspections and investigations. *Coordinate replacement or replenishment of PPE and safety supplies in accordance with division safety protocols.

5% *Travel and Emergency Duty Assignments as required. Other job-related duties as required.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date