

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician – Program Support	
		Division and/or Subdivision Northern Region/ Humboldt- Del Norte Unit	
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 Fortuna	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-111-1139-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the direction of the Supervisor I – Personnel and the functional lead of the HR Analyst the incumbent supports the unit Resource Management program and unit staff in accordance with established procedures.		
20%	*Serves as the Unit Return to Work (RTW) Coordinator and primary point of contact for all industrial disability leave (IDL) and non-industrial disability insurance (NDI). *Communicates with employees, supervisors, and external partners to obtain and provide status updates. *Tracks employee work statuses, work limitations, and modified work agreements. *Communicates with unit leadership and program managers to coordinate modified work agreements when appropriate. *Responds to routine information requests and advises staff on RTW policy and procedure. *Escalates complex or policy-related issues to the HR Analyst or Supervisor I – HR.		
	*Performs intake, processing, and coordination of Workers' Compensation (WC), State Disability Insurance (SDI), NDI, IDL and other RTW documentation including non-work related illnesses and injuries. *Communicates with employees, supervisors, and external partners to obtain required documentation, reviews documentation for completeness, and routes materials to appropriate control agencies and other staff for action. *Enters and maintains case data using the Injury Assessment & Prevention System (IAPS). *Maintains internal case files and digital tracking systems, including work status reports, employee leave records, correspondence, and other supporting documentation to ensure accuracy and accessibility of information. *Maintains confidentiality of sensitive medical and personally identifiable information. *Escalates complex or policy-related issues to the HR Analyst or Supervisor I – HR.		
	*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		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.

20%	*Assists with Resource Management front office coverage, file organization, and special projects. *Scans, files, organizes, and archives records for Resource Management and unit programs in accordance with retention requirements. *Prepares correspondence, forms, reports, and other documents using standard office software. *Provides general program support to the Resource Management, Personnel, and Training staff as needed, including document preparation, data processing, and filing. *Drafts and prepares 25-year and retirement letters for Resource Management and other programs. *Answers and routes telephone calls, greets employees and visitors, and provides routine information or referrals. *Attends all required meetings and training. *Escalates complex or policy-related issues to Supervisor I – HR.
15%	*Serves as the Unit Respiratory Protection Program (RPP) Coordinator. *Runs and audits reports, and tracks employee clearances in the Point and Click (PnC) database to ensure timely and adequate clearance. *Notifies employees of RPP requirements, distributes the Electronic Medical Questionnaire (EMQ), and works with unit supervisors to ensure employee compliance. *Escalates complex or policy-related issues to the HR Analyst or Supervisor I – HR.
15%	*Audits monthly timesheets and tracks various disability leave including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) usage to ensure accuracy and compliance with all laws, rules, regulations, and applicable Memorandums of Understanding (MOU's). *Performs and completes various audits and special assignments as needed. *Escalates complex or policy-related issues to the HR Analyst or Supervisor I – HR.
10%	Other duties as assigned.
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Job qualifications and/or conditions of employment: May be subject to working nights, weekends, and/or holidays

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____
Personnel use only ☐ Posted to Directory _____
Initials and Date _____

Working Title of Position

Percentage of Time
Required

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Job qualifications and/or conditions of employment:

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date