

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing) Permanent Intermittent		DWR POSITION NUMBER 2310-1139-xxx	SAP POSITION NUMBER 50024145	MCR 01
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION O&M/Delta Field Division/Administration	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 4				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Eleanor Matuu		SUPERVISOR'S CLASSIFICATION Supervisor I
APPROVED BY (Personnel Analyst's Name) Sydney Mecke				DATE 09/22/2026
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under supervision of the Supervisor I and on a Permanent-Intermittent basis, the incumbent will provide secretarial, general office, and typing support for the Field Division as follows:			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; provide good customer service; maintain regular, consistent, predictable attendance; and exercise good judgment. The specific essential duties are:			
35%	Providing customer service to the public, outside visitors and coworkers. Assists with preparing memorandums, letters, reports, spreadsheets, and other materials in accordance with appropriate manuals, formats, and procedural guides using a computer or laptop for the Field Division Manager and Branch Managers of all six (6) branches. Distributes mail, batch daily outgoing mail, and applies correct postage. Orders and stocks office supplies for Administration. Maintains Employee Notice (bulletin) Boards and Safety Boards as needed.			
30%	Assist with the acceptance and distribution of monthly/biweekly payroll warrants in accordance with prescribed accounting procedures. Assists staff with confidential filing of personnel records, and other documents as necessary. Organizes, updates and files Field Division drawings into the O&M Drawing System (OMDS), and maintain log of such activities. Updates manuals including, but not limited to Industrial Injury and Prevention Program (IIPP), Delta Field Division Standing Orders, Service Contracts, and procurement documents.			
20%	Assist with monitoring and maintaining required documentation for the Field Division's Vanpool Program in accordance with the Department's Vanpool Program policies and procedures. Responsible for collection and processing of field division's vanpool payments. Assists vehicle coordinator with the collection of Vehicle/Equipment Travel Logs and SAP mileage data entry per procedure. Assist as needed, field division's HR Analyst with printing electronic applications via Exam and Certification Online System (ECOS).			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Eleanor Matuu		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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10%	Assist the Engineering Branch with scanning, filing, organizing engineering documentation and drawings, maintaining records, and organizing the document library. Responsible for taking and distributing minutes for the monthly Field Division's Safety Committee Meetings. Backup to MST with posting and/or uploading safety audits to field division's Safety Boards as well as Sharepoint database as necessary.			
5%	Use of State vehicle to transport drawings, office supplies, testing materials or other items to areas near or within the Field Division. In addition, may be required to participate and attend various trainings held off site. SPECIAL REQUIREMENTS Ability to work well with other people (and various personalities), deal effectively with the public, and accept changes in priorities on operational needs. This position requires particular attention to detail and sensitive contact with employees and the public in regards to personnel and related matters. Good judgment and the ability to communicate effectively with Headquarters' staff offices, field division management/supervisory staff and employees is of primary importance in discharging above duties. Must exercise a high degree of initiative and independence judgment in performing assigned tasks and maintain confidentiality of all personnel matters. Overtime may be required based on work needs. This position is not eligible for telework. Must have stamina and ability to sit at a desk and/or computer for extended periods of time; manual dexterity is required to operate office machines. Must be able to stand, stoop, reach, bend, push, pull and move up to 25 pounds. Must possess a valid California Class C Driver's License as travel will be required. Incumbent will be required to operate automotive vehicles on public roadways and travel to remote areas within the Field Division. Employee is required to successfully complete all safety training related to the functions of the job. 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. This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.			