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STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Office Technician (Typing)

Division and/or Subdivision
Office of the State Fire Marshal/State Fire Training

Location of Headquarters
Sacramento

Class Title of Position
Office Technician (Typing)

Position Number
543-521-1139-002

Effective Date
October 15th 2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the direction of the Supervisor I, State Fire Training (SFT), the Office Technician provides overall clerical and administrative support to SFT management and will directly support the Chief, State Fire Training. Duties include, but are not limited to:
20%	*Answer, screen, and route calls received on the SFT main telephone line to the appropriate staff and respond directly to routine caller inquiries. *Respond to inquiries received via the SFT email box, including conducting SFT ID record searches, resetting portal access, issuing new SFT IDs, and creating new SFT user accounts. *Serve as liaison to California Fire Service, state/county/local agencies, and the public on SFT curriculum/procedures.
15%	*Archive historical resume records into Records Management System (RMS), eliminating paper files. *Handle/secure Personally Identifiable Information per department policy. *Assist with records retention schedule and confidential destruction per schedule.
10%	*Serve as primary timekeeper for SFT staff; review and audit timesheets for accuracy and compliance with departmental policy and applicable bargaining unit provisions. *Track and reconcile leave balances (vacation, sick leave, CTO, overtime); verify timely and correct submission of time records. Research and resolve timesheet discrepancies with staff and as needed, Personnel/Payroll. Respond to staff inquiries regarding leave codes, accruals, and time-reporting procedures. Maintain confidentiality of employee time and attendance records.
10%	*Draft letters, memos, and formal documents (e.g., Accreditation/Reaccreditation letters) and formal notifications to stakeholders. Prepare items for shipping via USPS, FedEx, and internal mail routing; prepare and send correspondence via certified mail.
10%	*Assist with submitted courses in RMS to confirm policy/procedure compliance. *Confirm student rosters and grades entered in RMS. *Ensure students receive credit and issue course diplomas. *Contact instructors/host agencies on submission deficiencies. *Confirm billing/invoicing configuration, assist payees, track unreturned classes and agencies with balances over $30K, send past-due letters, & keep leadership updated on overdue accounts.

*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:
Up to 5% travel may be required and may include overnight stays. 5% Emergency Duty Assignments as required.

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Office Technician (Typing)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Accurately reflect actions/discussions of the Statewide Training & Education Committee (STEAC) and other formal/informal meetings. *Maintain STEAC membership currency (retirement/appointment/reappointment reminders, appreciation letters/certificates for STEAC Chair and State Fire Marshal signature). *Identify/document speakers, attendees, motions, exhibits, and action items. *Edit minutes for clarity under deadline; prepare ADA-accessible meeting minutes transcripts. Assist with conference room calendaring, room setup, and A/V equipment.
5%	Research and prepare meeting agendas and background materials; coordinate in/out-of-state travel for SFT personnel (itineraries, airfare, car rental, hotel); complete travel claims, authorizations, advances. *Coordinate, process, and reconcile travel claims timely, resolving issues as they arise; develop, implement, and maintain a monthly travel-claim tracking process.
5%	*Assist SFT leadership with researching records and compiling data on classes and instructors; generate reports, charts, spreadsheets, and other documents summarizing requested findings for leadership review.
5%	*Assist with collecting, sorting, and routing US mail and new applications to appropriate SFT staff, including scanning/uploading documents to electronic files and rerouting misrouted mail to the correct recipient.
5%	*Process requests to update fire agency authorized signatories, archiving documentation into RMS. *Manage information on active/inactive agencies, fire chiefs, program deans, fire directors, and authorized signatories routinely. *Purge inactive fire agency records and non-compliant authorized agencies per the SFT Procedures Manual. *Manage the accredited regional training program database.
5%	*Other job-related duties as assigned; Emergency Duty Assignments as required Desirable Qualifications: • Experience with records management or database systems • Experience with Microsoft Office Suite & spreadsheet-based data compilation/reporting • Excellent customer service skills • Experience taking and preparing formal meeting minutes • Experience handling confidential or personally identifiable information (PII)

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