

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-411-5278-001
UNIT NAME AND LOCATION Administration / Fresno	CLASS TITLE Management Services Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-411-5278-001
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor I, the Management Services Technician supports the Central Region by coordinating fleet operations, leading license counter activities, and managing key administrative and financial processes.:	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	ESSENTIAL FUNCTIONS: FLEET/PROPERTY: Serve as the Central Region (CR) fleet coordinator. Maintain records for regional vehicles, including assignment, maintenance, repair, and replacement. Coordinate repairs for CR vehicles, tractors, boats, trailers, and other equipment with staff, State Automotive Inspectors and vendors. Coordinate final disposition of surveyed vehicles within the Region. Complete registration forms for new CR vehicles and forward to Fleet Management; order State Fleet credit cards for new vehicles; compile and issue required vehicle operation forms (mileage logs, accident forms, etc.). Update State Fleet coding as needed. Enter monthly usage reports into the departmental database. Track property tags and assist program staff with survey processes as required. Audit vehicle credit cards and inform staff of any irregularities. Occasional driving or travel may be required to fulfill duties such as driving vehicles to repair shops, meeting with staff/inspectors and/or dropping off/receiving forms and other documents required.
25%	LICENSE COUNTER: Serve as lead clerk for the CR license counter sales, including maintaining records, sales receipts, the regional sale of Fish and Wildlife licenses and permits, accountability of all monies received, and providing information to the public regarding changes or updates to laws and regulations. Assist customers calling the regional office with license counter needs. Assist license counter staff with issues as they arise. Perform direct counter license sales activities, including entering customer information into the Automated License Data System (ALDS); answering questions from customers regarding appropriate license types; reviewing and approving applications for hunting, sport and commercial fishing, and other permits; issuing appropriate stamps and collecting and recording fees. Refer to sections of the Fish & Game Code and Title 14 for guidelines to answer customer questions regarding policies and laws related to hunting and fishing or refer calls to appropriate personnel when necessary. Maintain license sales records; maintain inventory and reports of licenses and permits sold. Process license and permit applications received via mail or fax. Answer public phone line and refer to applicable Fish & Game Code or Title 14 sections or forward to appropriate staff.

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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)	
15%	ACCOUNTING: Receive invoices and freight bills for items purchased by staff and process them for payment. If incomplete or discrepant, contact vendors or staff for resolution. Conduct monthly auditing of mailing machines and statements for accuracy and compliance with control agency guidelines; review charges and contact programs when discrepancies appear. Review and process paperwork for miscellaneous, Lake and Streambed, vendor credits, endowment, mitigation, and special use permit deposits. Track deposits via spreadsheet; obtain approvals as needed. Track checks deposited using the electronic process.	
15%	TELECOMMUNICATIONS: Audit main office and CR facility landline, internet, and cell phone bills for accuracy and compliance with control agency guidelines; review charges and contact programs as needed. Determine funding codes and process payments. Prepare Form 20s for all CR facilities and changes in telephone equipment or internet services.	
5%	NON-ESSENTIAL FUNCTIONS: OTHER DUTIES: Perform administrative tasks including tracking time worked; attending career development and training programs or seminars relevant to CR objectives; assisting as needed in Accounting/Licensing areas. Enter purchase orders into FI\$Cal as needed. Assist procurement staff with ordering, maintaining, and distributing supplies. Open, date-stamp, sort, and distribute incoming mail. Process invoices. File documents as needed. Prepare outgoing mail to field personnel and installations. Order business cards and other products needed by programs. Special Personal Characteristics: Knowledge of English grammar and punctuation; principles and practices of public administration; Knowledge of record-keeping practices for financial transactions, as well as the management of office and automotive equipment and supplies. Ability to manage, organize, and complete multiple tasks on time; learn rapidly; follow directions; communicate effectively; maintain punctuality, neatness, and dependability; interpret and edit written material; write effectively; analyze written and numeric data accurately; and make concise oral presentations. Demonstrated interest in and aptitude for work in staff services or related disciplines, with capacity for professional development. Interpersonal Skills: Work independently in a team setting. WORKING CONDITIONS: Use a computer keyboard several hours per day. Primarily seated work with occasional walking or standing. Attend meetings and hearings; collaborate with statewide staff. Occasional driving and/or travel required (5%).	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	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. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE