

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Office Technician - Administration</u>	
		Division and/or Subdivision <u>Tehama-Glenn Unit</u>	
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 <u>Red Bluff</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>541-215-1139-002</u>	
		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.		
40%	The Office Technician (Typing), under the direction of the Tehama-Glenn Unit (TGU) Human Resources (HR) Supervisor I, provides comprehensive clerical and administrative support to the TGU. The incumbent performs a broad range of office management and administrative responsibilities while maintaining a professional, courteous, and service-oriented approach. Duties include but are not limited to: *Greet and assist visitors, respond to public inquiries, and provide professional customer service to employees, stakeholders, and members of the public. *Issue Burn Permits to the public and keep the public informed of Burn Permit information. *Direct all Public Records Requests appropriately. *Unlock and lock the front lobby doors daily at designated times to ensure facility security. *Maintain front desk coverage during shift and business hours Monday through Friday 8:00 AM to 5:00 PM. *Maintain adequate inventory levels of office supplies, independently monitor stock, and process routine and special supply orders as needed. *Place Material Requisition Transfer (MRT) requests with the Service Center for supplies. *Receive, review, sort, and route incoming mail, including confidential correspondence, ensuring timely and accurate delivery to the appropriate program staff. *Process, package, label, and distribute incoming and outgoing mail using multiple delivery services, including USPS, FedEx, UPS, GLS, and hand delivery, ensuring timely and accurate mail handling. *Perform receptionist duties by answering and directing multi-line telephone calls, taking messages, and forwarding calls to the appropriate office or staff member. *Process telephone messages through Microsoft Outlook and maintain Outlook calendars. *Maintain, update, and distribute unit phone rosters and the front desk resource directory. *Operate office equipment, including fax machines, postage machines, copiers, scanners, and other standard office technology. *Monitor the cleanliness and organization of the front office, lobby, kitchen, and common areas. Maintain Front Desk processes and procedure manual. *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: <u>See page 2.</u>			
"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.

40%

*Provide administrative support to the TGU Personnel Department by maintaining employee files, preparing new-hire packets, printing documents, and securely shredding confidential documents in accordance with department policy. *Collect, organize, and accurately enter employee and personnel data into Excel spreadsheets and other tracking systems. *Assist with records management by filing, organizing, maintaining, and retaining documents in accordance with established standards and procedures. *Prepare correspondence, letters, memorandums, reports, and other documents for the Personnel Department. *Create and organize Official Personnel Files (OPFs) for new employees and ensure personnel documents are filed accurately and timely. *File monthly documentation, attendance records, and other employee-related documents. *Provide administrative support to the Hiring Program by preparing correspondence, scheduling appointments or meetings, printing documents, and securely shredding confidential materials *Generate required personnel and administrative reports using Personnel Allocation Control Management System (PACMANS) data export. Provide outside agencies with employment verification. Assist with preparing monthly Accounts Receivable reports and related documentation. Monitor, maintain, and update monthly personnel tracking logs, spreadsheets, and reports as needed. *Create, update, and format PowerPoint presentations, training materials, and other administrative resources.

15%

*Audits and receipts Procurement Card (P-card) purchases for unit staff, entering and updating Financial Information System for California (FI\$CAL) accurately and timely when applicable. Provide administrative support to the TGU Unit Chief, Deputy Chief of Operations, Deputy Chief of Administration, and Supervisor I's on special projects and assignments as needed. *Coordinate and schedule meetings with California Department of Forestry and Fire Protection (CAL FIRE) personnel. *Assist with maintaining, organizing, and updating the TGU SharePoint site to ensure information remains current and accessible. *Support the planning and coordination of meetings, including conference room reservations and scheduling. Assist with coordinating and preparing for various TGU administrative events and activities. Attend required job-related training and professional development courses to maintain and enhance the knowledge and skills necessary for success as an Office Technician.

5%

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: **May be subject to working nights, weekends, holidays or assigned to special assignments as required to support the Tehama-Glenn Unit.**

"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