

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 6100-1139-001	SAP POSITION NUMBER 50003120	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION Regional Assistance/NCRO/Administrative Bran	
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) Jennifer Varela	SUPERVISOR'S CLASSIFICATION Administrative Officer II	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 10/14/26	
<i>Percent of Time</i>	<i>Activity</i>			
35%	POSITION SUMMARY Under the general supervision of the Administrative Officer II (AO) in the Administrative Branch, the Office Technician (Typing) independently performs a wide variety of clerical support duties for all of North Central Region Office (NCRO). Serve as primary training coordinator, vehicle pool coordinator and Safety Data Sheet (SDS) coordinator. ESSENTIAL FUNCTIONS This position requires the incumbent to possess a working knowledge of Department policies and procedures; exercise good judgment in a variety of sensitive matters; possess initiative, organization, interpersonal, and excellent communication skills and maintain regular, consistent, predictable attendance. The incumbent is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The position is not classified as confidential; however, personal and confidential documents are handled daily and require discretion. The specific essential duties are: Training coordinator: Serve as Training Coordinator and liaison with the Training Office; act as advisor and source of training information to staff and management in the preparation of training plans; prepare annual Appraisal and Development (A&D) Compliance Report for management's approval, and perform all related actions in SAP; prepare, monitor, and process all training requests and related forms; create requisitions, track and process invoices for payment of training related events; and prepare multiple conference packages for submittal to the Natural Resources Agency, including requests for rental of off-site facilities. Responsible for administering yearly A&D Program; Prepare A&D packages for all employees including Represented, Manager/Supervisor/Confidential, and Temporary (Student Assistants and Youth Aids) employees as per DAM Section 3752.3. Make scanned copies and deliver completed packages to the employee and Supervisor via e-mail, retain the original DWR Form 4141 (Training Plan and Request), and return the original STD 637 (Performance Appraisal Summary) to the AO. Attend and participate in quarterly Safety Training Coordination Meetings to ensure NCRO remains compliant and consistent in our safety and health training program. Ensure that the Safety Training Tracker is updated prior			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jennifer Varela		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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25%	to quarterly meeting. Vehicle pool coordinator: Dispatch pool vehicles, coordinate and schedule the maintenance of mobile equipment. Maintain vehicle support, service, and repair records and other operational duties as necessary, including driving vehicles to repair sites that may require driving on public roadways. Prepare usage reports and updates mileage logs and other pertinent information into SAP. This includes boat, outboard motor(s) and electric generators and pumps. Maintain the vehicle repair/maintance status report and coordinate between staff and Mobile Equipment Operations (MEO) contact person. Follow up on status of vehicle repair/maintenance and provide staff with monthly status reports. Maintain DWR 509 Application for Assignment of Mobile Equipment form on submittal/status report; obtain signatures on DWR 509 and submit to MEO contact. May require occasional travel to meetings on public roads. Contact person for vehicle/boat accidents, provide accident reporting documents to supervisor and review for accuracy and completion; obtain signatures and submit to DWR Accident Reporting team. Keep AO apprised of all accident reporting incidents.				
15%	Draft and finalize complex and sensitive letters, memoranda and reports for management's review and signature. Proofread letters, memoranda, reports, and various documents for compliance with Department policies and procedures. Maintain files for the office. Answer and screen incoming telephone calls. Coordinate the preparation of Bi-weekly Activity Reports. Arrange meetings for the Office/Branch/Section Chiefs; obtain meeting places; prepare agendas and sufficient materials for the meetings. Perform a variety of specialized projects for the Administrative Officer. Submit Delegations into SAP for Office Manager, Branch Managers and Senior Staff.				
10%	Safety Data Sheet (SDS) coordinator: SDS Binderworks Manager/Advanced User expected to implement the requirements of DWR's Hazard Communication Program and Cal/OSHA Title 8, Section 5194 within NCRO. Ensure the SDS folder is current and updated by working with supervisors and employees, to update the folder regularly.				
10%	Process and distribute all incoming mail (interagency and U.S. mail) on a daily basis. Work with other support staff in stamping, sorting, and distributing office mail. Process incoming well logs reports and well log requisitions to include preparing correspondence regarding well logs. Prepare and send outgoing correspondence and packages. Maintain and order supplies as needed. Coordinate and maintain the battery recycling boxes for in-house distribution and warehouse pickup.				
5%	Serve as backup to the Attendance Coordinator (AC) with functions, including but not limited to, being the initial personnel contact for regional office staff, maintaining attendance records, and confidential employee files. Ensure employee timesheets are completed in SAP, in accordance with the AC calendar. Assist the NCRO Facilities Coordinator in maintaining and coordinating the control of property records in accordance with State Administrative Manual and Department policies and procedures. Distribute inventory sheets to sections for conducting equipment inventories. Gather and review inventory sheets for correctness. Assist Purchasing Coordinator in				

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	processing requisitions under the SAP system. OTHER RESPONSIBILITIES: 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 CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, fires, 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. SPECIAL REQUIREMENTS: Must possess a valid California driver's license. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in tis position. 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. The incumbent is regularly required to sit/stand for meetings/events; use a computer, and/or tablet, and phone; communicate orally and/or in writing; to travel; to use repetitive hand motions to handle equipment and documents; to maneuver and manage up to 25 pounds in office.			