

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION MST	REPORTING UNIT NUMBER 709	
DIVISION/BRANCH OR CENTER Region 1/Chico	LOCATION Chico Center	
CLASS TITLE Management Services Technician	POSITION # 533-709-5278-	EFFECTIVE DATE Upon Hire

Supervision Exercised

NUMBER 0	DIRECT SUPERVISION CLASSIFICATION	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above

Relative Time Required	In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians. Under the direct supervision of the Administrative Officer, the incumbent is responsible for the following duties:
40%	Assists the Administrative Officer, District Director, and Conservationist Supervisor (Con Sup) with ordering supplies while utilizing Statewide Contracts and proper procurement methods. Processes invoices daily and P-Card statements monthly in FI\$CAL. Creates and executes Purchase Orders, Service Orders, and Contracts as needed for Chico Center. Logs and tracks purchases made for center into Excel Spreadsheet. Uses FI\$CAL to run reports and track budget. Assists with travel arrangements, travel advances and expense reimbursements for employees. Performs basic research and filing duties associated with sensitive issues and materials. Monthly reporting of vehicle mileage and non-fuel operating costs to Business Services and/or DGS for leased vehicles. Provide administrative support to the MST that covers Fire Crew and Siskiyou Center as needed.
30%	Distributes and receives completed Daily Rosters for Chico Center Corpsmembers, inputs information and prints out from C³. Assists other District MSTs when needed. Completes and processes all Chico staff and Corpsmember payroll including overtime. Prints, distributes, receives and records signed 634's monthly with payroll. Processes State Compensation for Chico Corpsmembers and Staff, inputs information into C³, copies and files all documents, forwards to State Compensation and Headquarters, tracks paperwork to correct and timely processing. Processes hiring packets and termination documents in C³ and forwards to Headquarters Personnel, files copies in office for Chico Corpsmembers and Staff. Receives, inputs, and forwards benefit information to Headquarters Health and Safety Unit for Chico Corpsmembers and Staff, filing copies in office.
20%	Types memos, letters and reports, files and research information for the Administrative Officer, Con Sup, and District Director. Tracks and updates staff training spreadsheet monthly. Updates phone listings and other materials as needed. Assists with Corpsmember recruitment, creating and distributing fliers.

5%	Performs receptionist duties: Answers phones, greets public, files. Provides support to all staff as needed.
5%	Promote Diversity, Equity, and Inclusion: Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion. Employee signature: _____ Date: _____ Supervisor signature: _____ Date: _____

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION OFFICE TECHNICIAN (TYPING)	REPORTING UNIT NUMBER 1709	
DIVISION/BRANCH OR CENTER Region 1/Chico	LOCATION Chico Center	
CLASS TITLE Office Technician (Typing), Permanent Fulltime	POSITION # 533-709-1139-XXX	EFFECTIVE DATE

Supervision Exercised

NUMBER 0	DIRECT SUPERVISION CLASSIFICATION	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above

(Relative time required)
Indicate %

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direct supervision of the Administrative Officer 1 (Supervisor), the incumbent is responsible for the following duties:

25%

Process hiring packets and termination documents in C³ and forward to Headquarters Personnel and file copies in office for Corpsmembers and staff. Receive, input, and forward benefit information to Headquarters Health and Safety Unit for Corpsmembers and staff, filing copies in office.

25%

Create and execute Purchase Orders as needed in FI\$CAL. Log and track purchases made for center into Excel Spreadsheet. Assist with travel arrangements, travel advances and expense reimbursements for employees.

20%

Distribute and receive completed Daily Rosters for Corpsmembers, input information and print out from C³, working with the Administrative Officer (AO1), for timely and completed submissions.

10%

Complete and process all staff and Corpsmember payroll including overtime. Print out, distribute, receive and record signed 634's monthly with payroll.

10%

Process State Worker's Compensation for Corpsmembers and staff; Input information into C³, copy and file, forward to State Worker's Compensation and Headquarters. Track paperwork to verify they have been processed correctly and timely.

5%

Type memos, letters and reports, file, and research information for the AO1, Con Sup and District Director. Perform receptionist duties: answer phones, greet public and file.

5%

Promote Diversity, Equity, and Inclusion: Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____