STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing)	04/Maintenance/Toll Bridge Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Technician	904-670-1139-xxx	10/21/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of Supervisor I the incumbent is assigned as an assistant Timekeeper for the Toll Bridge Region. This position requires the ability to comprehend and implement the Staff Central timekeeping computer program and the IMMS tracking system. The OT is required to independently analyze situations accurately to make corrections to time sheets and/or programs used; update and correct posting of time in Staff Central in a timely manner. The incumbent will also be responsible for reports, documentation; ensuring completion and accuracy within a timely manner. The OT will be responsible for the distribution, collection, and tracking of various Personnel documents as well as tracking and processing Incident Logs for the region. The OT will respond to both telephone or email inquires from staff in resolving time discrepancies. Incumbent must have a general knowledge of office processes and protocols including filing, stocking copiers/printers, general office upkeep. Possession of a Class "C" Driver License is desirable. Incumbent may be required to travel to attend training using a state issued vehicle or personal vehicle, within or outside of the region; as well as attend office meetings in different locations within the region.

CORE COMPETENCIES:

As an Office Technician (Typing), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Advance Equity and Livability in all Communities - Equity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Equity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Advance Equity and Livability in all Communities - Equity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Equity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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45%	E	Responsible for the operations of the TOPPS program, Quarterly Permanent Intermittent (PI) Report processing benefits and all related documentation. Reconciliation of employee leave balance, time sheets, overtime and related pay issues. Responsible for accurately recording logging, monitoring, and keeping track of the field employees work hours, overtime reports, bonus pay, payroll reports, and documentation, ensuring completion, accuracy and timeliness. Correction of errors processed into TOPPS form IMMS. Processes attendance reports., dock notices, IMMS reports, time keeping reports within the identified time frame established. Researches and responds in a timely manner to inquires from staff, supervisors and management regarding timekeeping issues. Work with Maintenance Supervisors and Superintendents in the resolutions of errors on time sheets and with coding in IMMS transmitted to TOPPS.
35%	E	Will assist with the Accident Log System Program. The tracking, logging, processing and filling of accident log documents. Distributes industrial injury and motor vehicle accident forms, screens for completeness, appropriate signatures and expedites routing. Writes and/or types routine written response(s) to correspondences.
15%	E	Answering phones or redirecting inquiries from the public, law enforcement and other government agencies either by email, phone or in person. Assist in the maintenance of the file system.
5%	M	Incumbent may be required to assist Supervisor/ Manager by keeping records of labor equipment and materials used. Must be able to make sound judgment calls and receive directions from others.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires the ability to correctly asses the various work requirements accurately, adopt effective courses of action and maintain the work flow; understand the desired work formats and be familiar with the correct applicable personnel and accounting policy guidelines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in decisions range from inconvenience, to an employee's loss of pay status; interest charges on late payment to employees; pecuniary penalties inposed on the Region for late pay due to employees.

PUBLIC AND INTERNAL CONTACTS
The position has extensive internal contacts with Region, District Office, and Headquarters Branches. There is also telephone contact with other local agencies and the traveling public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical: Incumbent must be capable of utilizing writing instruments, computer equipment, telephones, radio for dispatch, and other office equipment. Incumbent may be required to bend, stoop, twist, stand, sit, squat, lift an pull during performance of their duties. Incumbent should have visual and hearing acuity adequate for performing the essential functions of the job.

Mental:Using the TEAM concept, the incumbent must be capable of understanding the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with subordinates, fellow workers, and the general public during the performance for their duties.

WORK ENVIRONMENT
The incumbent will be working in an office setting.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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