STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

# POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Shop Office Technician

Division and/or Subdivision
Southern Region/MMU

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
Atwater

Class Title of Position
Office Technician (Typing)

Position Number
541-451-1139-001

Effective Date
10/20/2026

| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
|---|---|
| | The Office Technician (Typing), works under the direction of the Administration Supervisor I. Using initiative, independence and originality, this position performs a variety of tasks and has contact with field personnel and public. Using knowledge of detailed regulations, policies and procedures, the Office Technician performs the following duties: |
| 45% | *Maintains financial records to support Shop expenditures. *Preforms data entry of Shop fiscal transactions including entering data into PeopleSoft – FI$Cal to ensure budget accuracy. *Prepares and audits coding, processes all Shop-related purchasing documents, including P-card transactions. *Responds to Supplier inquiries regarding billing and payments. *Prepares and submits supply orders. *Assists with preparation and submission of travel claims for shop personnel. *Posses a Procurement Card for necessary purchases. |
| 40% | *Provide clerical support, to include but not limited to typing, copying, faxing, scanning, proofreading, and formatting documents. *Develop various spreadsheets for project tasking and reporting. *Review, stamp, and route all incoming mail to appropriate personnel. *Maintains Shop files such as vehicle maintenance records, State handbooks, manuals, contract, and State Price Schedule information; ensuring compliance with Unit's records retention schedule. *Maintain office organization and ensure efficient workflow. |
| 10% | *Assists with preparation and submission of biannual auto milage and accident reports. *Maintain automotive equipment records, including the ME-101 and ME-102 cards. *Input monthly data from ME-101 and ME-102 into the Collective Data database. *Notify personnel who are out of compliance with the Unit's reporting timelines. |
| 5% | Other 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. |

**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: Maintain ability to work with various levels of staff and management, multi-task and prioritize, attention to details, and perform completed staff work. May be subject to working nights, weekends, and holidays. May be subject to travel periodically throughout the State of California.

"We have discussed this document in its entirety and understand the duties of this position."

| Employee Signature | Date | Supervisor Signature | Date |
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**Personnel use only** ☐ Posted to Directory _____ Initials and date