State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Office Technician (Typing)(PI)	549-715-1139-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Santa Cruz District	Office Technician	R04
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
District Office	Henry Cowell Redwoods SP	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the supervision of the Supervisor I, the Office Technician (OT) will assist the District's Personnel Office at the Santa Cruz District Office. The OT will assist with timekeeping, payroll, auditing and reviewing of Personnel files and various employee databases. The incumbent also does data entry and assists in the tracking of District leave cards. This position assists with the reception area to include answering the main phone line, assisting District visitors, processing District mail, and assisting the district staff with administrative program support. The reporting location is the Administrative Office within Henry Cowell Redwoods State Park, 303 Big Trees Park Road, Felton CA 95018.

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.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**TIMEKEEPING AND EMPLOYEE RECORDS** Review all attendance reports for accuracy and submits in a timely manner. Assist with preparation and processing of all timesheets. Assists in the tracking of employees' leave balances and informs supervisors in a timely manner when employees are approaching their seasonal hour limit or appointment expiration. Assists with the processing of seasonal appointments and separations, processes documents associated with seasonal personnel issues such as Notice of Personnel Actions (NOPA's) and forwards to respective employees for signature. Works closely district personnel and headquarters to maintain an open line of communication on personnel issues.
25%	**GENERAL CLERICAL** Maintains District Personnel working files and Office Personnel Files of all district employees. Performs filing for Personnel office. Assists in preparing correspondence or reports when requested. Assists, as back up, at the front office desk answering the main telephone line, provides information on camping, sale of park brochures, passes, etc. Ensure work area is kept in a clean and safe manner; acts on any safety problems and advises Supervisor of safety problems that cannot be immediately alleviated. Participates in training as required. Maintains a working knowledge of current information in DAM, DOM, Departmental Notices, SAM, Management Memos and Personnel Manuals
20%	**WORKERS' COMPENSATION** Assist with Workers' Compensation claims and ensure timely, accurate claims processing and management. Provides ongoing assistance to employees and Headquarters staff on work status updates. Completes and submits necessary forms relating to work-related injuries, illnesses,

	exposures as well as maintaining the CAL/OSHA log. Assists with the yearly CalOSHA reporting requirements to headquarters.
10%	**TRAINING AND MEETINGS** Maintain liaison and good working relationships with District Program Management, Sacramento Headquarters Personnel Transactions and all District staff. Report any critical issues to the Personnel Analyst I's and Supervisor I. Attend monthly administrative staff meetings and conduct safety meeting on a rotating basis with other administrative staff. Attend Personnel and LIA Training as needed. Always conduct self and work in a professional manner. Keep work area neat and clear of safety hazards.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE