

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician	
		Division and/or Subdivision Mobile Equipment Management	
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 Davis, CA	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-066-1139-904	
		Effective Date ASAP	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Forestry Equipment Manager II, serves as the primary clerical support and operates independently with minimum supervision to perform assigned tasks for the Mobile Equipment staff.		
35%	*Compose, format, and prepare correspondence for program staff. *Required skills include ability to edit and correct grammar, review complex data for errors, detect non-conformance to administrative policy, and operate a wide variety of computer programs. *Screen telephone calls and take appropriate action in redirecting calls or requests. Set up and maintain file system for vehicle and administrative issues.		
20%	*Maintain AFAS (Automated Field Accounting Systems) for various funds; ensure reconciliation between AFAS and California State Accounting & Reporting (CALSTARS). *Research errors and prepare correction documents as necessary. *Prepare monthly reports as requested. *Process year-end documents to take corrective actions to balance the budget. *Process all Purchase Orders and CAL Card invoices for payment. *Audit documents for compliance.		
10%	Initiate contact with vendors and acquire price quotes on services needed for Davis Equipment Facility maintenance. Maintains files on facility property, expenditures, and contracts relating to facility operations.		
	Orders, inventories, organize and maintain office supplies. Serve as attendance clerk for staff, ensuring timesheets are accurate.		
	*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: Incumbent may be required to travel on occasion for meetings and emergency incident activity. Proficiency in all Microsoft Office products including Word, Excel, PowerPoint, Outlook, Access, SharePoint in highly desired. Incumbent may be required to lift up to 25 lbs.			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
Personnel use only <input type="checkbox"/> Posted to Directory Initials and date			

Percentage of Time
Required

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Job qualifications and/or conditions of employment:

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Employee Signature
Personnel use only

Date

Posted to Directory

Supervisor Signature

Date

Initials and Date