

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Training, EMS and Safety Office Technician</b>
		Division and/or Subdivision <b>Southern Region / San Diego Unit</b>
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 <b>El Cajon, CA</b>
		Class Title of Position <b>Office Technician (Typing)</b>
		Position Number <b>541-314-1139-002</b>
		Effective Date <b>08/30/2021</b>
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
30%	<p>Under general supervision from the Battalion Chief (Training Bureau) and general direction from the Battalion Chiefs of Emergency Medical Services (EMS) and the Safety Bureau, the Training, EMS and Safety Bureau Office Technician will perform the following duties:</p> <p>*Schedule San Diego Unit personnel in Department identified classes. *Prepare and send appropriate student and supervisor class assignment notifications (TR-60s). *Assure that all mandated forms are prepared and submitted by each student. *Maintain contact with the Region Training Staff regarding the employees assigned to classes. *Arrange employee travel, hotel and car rentals as needed and reviews class rosters and monitors attendance. *Perform and/or supervise data entry of all training completed by employees and volunteers. *Maintain files with class rosters and evaluations of all classes held in the Unit; receive and file all monthly training and drill reports submitted by the employees and volunteer companies. *Prepare and distribute all certificates and cards as needed. *Receive and review all JAC monthly training records for accuracy; make corrections when necessary and record each entry in a database for JAC employees. *Review employee task books to ensure completion.</p>	
20%	<p>*Assist in the coordination of meetings, agenda development, and drafting of meeting minutes may which may require travel. *Provides administrative support during meetings for the Chiefs and Fire Captains, when needed. *Primary point of contact for the Target Solutions program; create/delete accounts, upload credentials, assignments, etc. *Develop and maintain the San Diego Unit Training, EMS and Safety section in Target Solutions including training assignments, credentials, and reports. *Ensure all curricula is current and adheres to the H&amp;SC and CCR. *Maintain San Diego Unit Continuing Education program, including instructor database in Target Solutions. *Assist in the development of Training, EMS and Safety policies and procedures.</p>	
<p>*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.</p>		
<p><b>Equal Employment Opportunity (EEO) Statement:</b> 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.</p>		
<p>Job qualifications and/or conditions of employment: <b>May be required to work nights, weekends or holidays in support of emergency incident.</b></p>		
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>		
Employee Signature	Date	Supervisor Signature
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and date

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%	*Responsible for processing purchase documents and must be familiar with the various processes and procedures associated with the use of Financial Information System for California (FI\$CAL) program and other means of purchasing commodities and services. *Track purchases and process and issue all purchase documents including Purchase Orders, Material Requisition or Transfers (MRT), supply orders, and purchase estimates. *Process and reconcile monthly procurement documents relating to P-Card expenditures. *Responsible to assist with coordination of budget preparation, purchasing and tracking of tracking expenditures, including all FI\$CAL approvals and reconciliations.
10%	*Assist in the authoring, editing and review of various Safety Communications distributed to San Diego Unit personnel. *Collect copies Unit vehicle accident reports for the CAL FIRE Safety Program annual report. *Distribute updated Injury and Illness Prevention Program (IIPP) templates to the San Diego Unit. *Primary backup for Unit Respiratory Protection Program (RPP) Coordinator. *Track Employee Safety Suggestion & Unsafe Practice Reports (IIPP 8) received by the Safety Bureau. *Coordinate/schedule Department and OSHA facility inspections. *Track Hazardous material facility plans and permits (pressure, fuel, propane, storage, etc.). *Annual OSHA Labor and Safety required postings distribution.
10%	*Assist the Training, EMS, and Safety Analyst in the collection and review of data and certification status in accordance with the California Health & Safety Code (H&SC) and Code of Regulations (CCR). Assist the analyst in the preparation of various reports.
5%	*Responsible for maintaining the office equipment. *Prepare and processe documents for special purchases and submits requisition forms monthly for materials from the Service Center; this requires the use of both State and County forms and procedures.
5%	*Emergency Incident Support; develop and maintain incident qualifications such as Serious Accident Review Team Documentation Specialist, Motel Specialist, PURC, etc.
5%	Other duties as assigned.
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