

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 3 Toro Fire Center	
		Division and/or Subdivision Southern Region	
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 San Luis Obispo Unit	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-345-1139-001	
		Effective Date 6/1/2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Under the general direction by the Battalion Chief (BC) of the Division 3, Toro Fire Center, the Office Technician (OT) is responsible of tracking the budget for the Toro Fire Center and assists at the Cuesta Conservation Camp as needed. The OT maintains and prepares fiscal and budgetary reports. This work is rarely supervised and requires excellent organizational skills. This position does not supervise inmates during the work day. The duties for this position include but are not limited to:</p> <p>*Maintain a fiscal tracking system for Fire Center's budgets. *Review and reconcile monthly printouts provided by various control agencies. *Audit and prepare invoices and payment documents for submission to the California Department of Finance (DOF). *Prepare Fire Center's quarterly and annual reports. *Review and advise the Assistant Chief of budget status as needed. *Audit and process purchase invoices and statements. *Audit and complete Crew Activity Time and Camp/Center Emergency Time Reports (FC-77 and FC-77A), Work Program Analysis Report (FC-79), Emergency Aircraft Use Invoices and Helicopter Daily Cost Form (AO-40), and other billing packages. *Enter, date and retrieve reports from accounting programs such as the Financial Information System of California (FI\$CAL) and California Automated Travel Expense Reimbursement System (CALATERS)..</p>		
20%	<p>*Track all purchases and expenditures. *Process and issue all purchase documents including Purchasing Cards (P-Cards), Purchasing Authority Purchase Order (STD 65), Material Requisition or Transfer (MRT's), supply orders and purchase estimates. *Respond to vendor inquiries regarding payment of bills, either by telephone or mail. *Assure all employees follow purchasing rules and regulations. *Purchase diesel/gasoline as needed. *Maintain the Fire Center fuel log. *Code purchases to fire incidents as appropriate. *Prepare and send invoices other State Agencies such as the California Conservaiton Corps (CCC) for reimbursement on their fuel use.</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>		
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: Will be subject to working nights, weekends and holidays.			
"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

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

20%	<p>Continued from page 1...</p> <p>*Maintain inventory and files for all Federal Excess Personal Property assigned to the Toro Fire Center. *Process all necessary paperwork when items are acquired, transferred, or destroyed.</p> <p>*Collect and submit complex monthly attendance reports on Fire Center Personnel from multiple bargaining units. *Assist Fire Center Personnel in preparing CALATERS claims. *Have knowledge of Board of Control rules, Data Protection Act (DPA), and the Department of Forestry and Fire Protection (CAL FIRE) policies and procedures for both rank/file employees and supervisors. *Assist with maintaining training records for Division Personnel when requested by the Assistant Chief. *Type and file confidential personnel documents, including Reports of Performance, Annual Performance Appraisals, etc. *Maintain and keep secure confidential personnel files.</p>
15%	<p>*Maintain the morning report book and work program, training, and fire records. *Intensive training may be required on computer operations, radio operations, and CAL FIRE procedures.</p>
15%	<p>*In the absence of the Assistant Chief and Battalion Chief, the OT will represent the CAL FIRE's interests with other Agencies assigned to the Fire Center. *Research and prepare interagency contracts, personnel and fiscal reports. *Prepare correspondence for Assistant Chief's signature.</p>
5%	<p>*Respond to radio traffic at the Fire Center. *Notify crews of dispatch, document in log book. *Maintain inventory of office supplies and equipment. *Manage fire meal program. *Keep log of meals served, costs, and incident numbers. *Manage Fire Center's staging area in absence of the Assistant Chief, Battalion Chief, Fire Captain or Heavy Equipment Mechanic. Other duties as necessary.</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>	

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Job qualifications and/or conditions of employment:

"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