



<b>NAME</b>	<b>MCR</b> I
<b>CLASSIFICATION</b> Program Technician II	<b>POSITION NUMBER</b> 538-105-9928-910
<b>WORKING TITLE</b> Program Support Technician	<b>DIVISION/UNIT</b> California Geological Survey/Program Admin
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R04	<b>CONFLICT OF INTEREST CATEGORY</b> N/A

**DEPARTMENT STATEMENT:** 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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

**GENERAL STATEMENT:** Under the supervision from the Staff Services Manager I, the Program Technician II is responsible for processing and maintaining data files and inventory for the California Geological Survey (CGS) California Strong Motion Instrumentation Program. Duties include, but are not limited to:

**A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

○ **ESSENTIAL FUNCTIONS**

**35% PROGRAM INVENTORY AND TRACKING**

Monitors purchases of seismic equipment from initial request to receipt and inventory. Receives requests for purchases and prepares program purchase documents in accordance with CGS policies and procedures. Enters information from purchase orders to program tracking logs to ensure proper accountability is maintained. Prepares posting tags, ensuring that charges are correctly coded, that program analysts have reviewed and approved them, and that appropriate management signatures are obtained. Submits posting tags with necessary back-up material to Accounting Office in a timely manner. Enters information from posting tags to program tracking logs. Maintains copies of posting tags and invoices pursuant to administrative policy. Coordinates and receives deliveries and processes remote receipt paperwork in accordance with DOC guidance. Ensures the correct items are received and costs charged accurately. Organizes and maintains equipment inventory in office and warehouse.

**30% SMISHM FEES AND REPORTS**

Responds to inquiries regarding Strong Motion Instrumentation and Seismic Hazard Mapping (SMISHM) Fees. Oversees the program email account to process submitted reports and SMISHM Fees requests. Assists in development and maintenance of

existing and new data files. Scans paper copies of reports and ancillary data, copies digital information to specified server locations, reviews reports and ancillary data for completeness and reports missing portions to supervisor. Enters basic report information into a data file.

### **15% GENERAL ADMINISTRATION**

Assists with preparing correspondence, reports, arranging and facilitating interviews. Prepares documents for new hires. Acts as liaison between Business Services Office (BSO). Assist and/or backup Office Technicians as needed to make photocopies, scans, fax documents and prepare printing posters. Utilizes program knowledge to update administrative and program manuals as needed. Maintains and saves program files in the shared drive. Assist with organizing office space for new employees.

Reserves conference rooms for staff and assist staff with setting up for meetings. Answers, screens, and refers incoming calls to the appropriate staff. Provides information to the public regarding CGS and its programs and answers questions as appropriate. Greets, assists, and directs visitors as appropriate. Receives and date stamps incoming mail and deliveries. Notifies recipients, or as practicable, of delivered item(s).

### **15% VEHICLE FLEET COORDINATOR BACKUP**

Serves as the backup point of contact between the BSO, CGS Headquarters, and CGS field offices for all fleet vehicle related issues. Assists CGS vehicle fleet coordinator with vehicle maintenance and services. Works with State Approved Vendors, Department of General Services (DGS) Fleet Inspector and/or DGS Auto Inspector for all vehicle repairs, service requests and inspections. Obtains quotes for needed vehicle repairs and/or maintenance as well as all required signatures from the approving supervisor. Assists CGS vehicle fleet coordinator with CGS Fleet Card Program. Collects of all Fleet Card receipts, reconciles expenses against invoices, prepares posting tags and submits to BSO by a designated date.

- **MARGINAL FUNCTIONS**

**5%** Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

**B. SUPERVISION RECEIVED**

The Program Technician II reports directly to the Staff Services Manager I. Lead direction and assistance pertaining to program policies and procedures may come from the Supervising Engineering Geologists, Associate Governmental Program Analyst, or Staff Services Analyst in assigned programs.

**C. SUPERVISION EXERCISED**

None.

**D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

None.

## **E. PERSONAL CONTACTS**

This position has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies and the general public. The material covered with these contacts may be sensitive in nature when performing the human resources duties.

## **F. ACTIONS AND CONSEQUENCES**

If the job is inadequately performed, it may result in the inability to maintain proper inventory and reports. CGS will not be able order or install seismic instrumentation in a timely manner.

If responses regarding SMISHM fees are not carried out in a professional, courteous manner, dissatisfaction with CGS services and/or creation of a negative image of CGS as an organization may result.

If accounting-related duties are not performed accurately/timely, there may be negative impact on the program's budget. In addition, if invoices aren't submitted timely, penalties may be incurred.

The actions of the incumbent have a direct bearing on the success and integrity of the California Geological Survey. The risk is low. Failure to effectively perform the duties of the position may result in the following: inaccurate and incomplete reports that could result in penalties for DOC; negatively impact staff and result in inefficient customer service; negatively impact the production and efficiency of the work of others; jeopardize DOC's ability to achieve its goals and negative impacts on the Division's relationship with state and federal partners.

## **G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under artificial lighting for prolonged periods of time.
- Use of multi-line telephone console or a cordless telephone.
- Moving/walking about the office and standing or sitting during in-person meetings.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Reaching (above and below shoulder level).
- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.
- Participate in meetings inside or outside the Department.
- Works in office environment and there is not any field work required.

## **H. OTHER INFORMATION**

Desired Qualifications:

- Treat others with respect and work in a team environment.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve governmental problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.

- Use business and government standard software/computer, office equipment and specified essential computer resources.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>