JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Office Technician (Typing)	**1490-1139-002**	**50001064**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT		**DFM/Central Valley Flood Planning Office**

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☑ Rank and File BU: **R04**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Stephen T. Bradley**	**Principal Engineer, W.R.**

APPROVED BY (Personnel Analyst's Name)	DATE
JCM	**04/07/2009**

Percent of Time	*Activity*
	POSITION SUMMARY
	Under the general direction of the Principal Engineer, W.R., the incumbent is responsible for performing all administrative and clerical activities for the Central Valley Flood Planning Office.
	ESSENTIAL FUNCTIONS
	This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predicable attendance; and exercise initiative and good judgment. Must be able to organize and prioritize work to meet deadlines, sit in a chair for extended periods while conducting essential functions; or stand for extended periods while filing. Must be a good listener and able to follow instructions regarding assigned tasks. The specific essential duties are:
40%	**Answer telephone calls and receive office visitors; tactfully respond to, or redirect to appropriate staff, questions and problems from the general public, property owners, other Department staff, public officials, and local, state, or federal agencies. Make travel and conference arrangements for Office staff; send faxes, make photocopies and arrange meetings to ensure the Office functions efficiently. These tasks will be accomplished by utilizing a multi-line telephone system, photocopier and facsimile machines, and a personal computer with Microsoft Office and SAP software.**
35%	**Prepare and may originate correspondence using Microsoft Office or other Department approved software in draft and final form in accordance with the DWR Correspondence Manual to produce error-free final copies, including performance reports, appraisals and development plans; take meeting minutes and notes; transcribe notes, minutes, or digitally recorded information.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Office Technician (Typing)	**1490-1139-002**	**50001064**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT		**DFM/Central Valley Flood Planning Office**

Percent of Time	*Activity*
15%	**In accordance with Department policies and procedures, compile and verify travel expense claims; inventory and order supplies and equipment; monitor time and attendance reporting; prepare purchase orders; provide data for the Office Chief's annual budge estimate; distribute and post mail; schedule office equipment service; request building service, maintenance, or repair as necessary; and serve as Office training coordinator.**
10%	**Create, organize, and maintain an effective Office filing system.**

OTHER REPSPONSIBILITIES

This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.