JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Office Technician (Typing)	**2010-1139-001**	**40000829**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**O&M/Administrative Services Office**

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☑ Rank and File BU: **4**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Shirley Liu**	**Staff Services Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
JCM for DA	**11/30/2011**

Percent of Time	*Activity*
	POSITION SUMMARY **Under direction of the Staff Services Manager I, incumbent is responsible for performing a variety of office support duties and is expected to consistently exercise a high degree of initiative and independence in performing duties to support Administrative Services Office and staff as assigned.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent work cooperatively with others, be polite and professional; maintain regular, consistent, predictable attendance; and exercise good judgment.**
30%	**Responsible for coordinating and tracking the timely completion of Federal Energy Regulatory Commission (FERC) correspondence prepared in the Division of Operations & Maintenance (O&M). This includes assisting primary respondents by typing, reviewing, editing, mailing, and filing documents. FERC correspondence is often prepared within short time frames which requires a focused and diligent effort to meet deadlines. Use the new FERC Compliance Tracking software to administer incoming and ongoing FERC compliance actions, and perform regular searches of the FERC website for 'e-filed' postings directed to the Department.**
30%	**Prepare and type drafts and finals of letters, memoranda, and other forms of correspondence, contracts, reports, technical charts, tables, forms, and other pertinent documents in conformance with Division and Department standards, using word processing and spreadsheet software on a personal computer, to ensure error-free final products. Research applicable policies and procedures using resources such as the Department's Correspondence Manual, Administrative Manual, and Enterprise Process Guides, among others, to ensure outgoing correspondence from O&M conforms to the latest Department standards. Act as meeting assistant. Prepare meeting agendas, notes, meeting information packets, and take meeting minutes as needed. Screen and distribute incoming mail to appropriate staff. Process outgoing mail and shipments. Maintain**

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

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

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
Vacant	➢	

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Percent of Time	*Activity*
	Department and Division document control logs. Maintain various manuals, files, operating orders, telephone lists, operating documents, and other reference material required for use as assigned. Make necessary photocopies of documents. Maintain and reserve inventory of office supplies.
15%	**Schedule and maintain appointment calendars, set up meetings, and make travel arrangements including airline, car, and accommodation reservations. Process travel advances and travel expenses. Assist with administration of the policies and procedures of administrative support work in O&M within Headquarters, including research of information for the preparation of travel and training forms, personnel documents, requisitions, and other documents relating to business services and contracts.**
10%	**Serve as timekeeper for assigned program staff utilizing the Department's database system, SAP. Evaluate monthly time statements in SAP to ensure hours are posted timely and accurately; review discrepancies related to posting of attendance types, labor hours, work week schedules, payroll and/or leave balances and accruals; work with Payroll and Benefits staff to resolve issues. Input necessary corrections/adjustments in SAP time module and assist supervisors with proper posting of labor hours. Act as back-up timekeeper for when other timekeeper is absent. Coordinate with assigned Personnel Specialists on time and attendance issues, procedures, records, and reports to resolve any time or attendance issues employees may have.**
10%	**Use SAP to create requisitions for all procurements to enable the Purchasing Office to issue purchase orders to vendors. Review and prepare procurement documents for IT hardware, software, and supplies and all other general expense/commodity purchasing while ensuring accuracy and conformance with Department and State procedures. Process service entry sheets in SAP and assist on monitoring expenses and budgets of existing contracts.**
5%	**Act as back-up secretary to the Office Chief and Division Chief and assists other Headquarters support staff with overflow work, as needed. As a back-up to the O&M Headquarters' primary dive administrator, follow O&M Division dive procedure to process dive request approvals by the division chief. Complete other special projects as assigned.**
	SPECIAL REQUIREMENTS **Must be able to multi-task, communicate effectively orally and in writing, and have organizational and interpersonal skills. Knowledge of DWR Correspondence Procedures Manual, Microsoft Outlook, Microsoft Office, and databases.**
	PHYSICAL REQUIREMENTS **Must have stamina and ability to work at a desk and/or computer for extended periods of time. Must be able to operate office machines. The ability to stand for lengthy periods of time may be required while filing or using a copy machine. Stamina and ability to bend, stoop, stretch, and kneel, as well as manual dexterity are required to perform daily job routines. Strength and ability to move 25 pounds.**