JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
MANAGEMENT SERVICES TECHNICIAN (Confidential)	**2610-5278-4xx**	**50002489**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT		**SFD/ADMINISTRATION BRANCH**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☑ 01	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☑ Lead Person	**DANA BILLY**	**ADMINISTRATIVE OFFICER I**

APPROVED BY (Personnel Analyst's Name)	DATE
Kim De Mille	**10/23/08**

Percent of Time	*Activity*
	POSITION SUMMARY: Under general direction of the the Field Division Chief and Administrative Officer I shall perform the following duties utilizing computer related programs and SAP transactions. This is a confidential position and part of the field division management team. Incumbent receives minimal guidance and is expected to set own work schedule to meet necessary timelines and work independently on routine matters. Provides support to the Planner/Scheduler function. Duties include, but are not limited to:
	ESSENTIAL FUNCTIONS: This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance and exercise good judgement. The specific essential duties are:
60%	**Research, analyze, and prepare staff work on a continuous basis relating to Labor Relations including negotiated bargaining issues, post and bid, MOUs, and grievances providing management with results and/or recommendations to be used for bargaining proposals. Due to the large geographic area covered by field division employee will be required to work closely with the Field Division Chief and Administrative Officer to develop or present management positions with respect to employer-employee relations. Duties normally require access to confidential information contributing significantly to the development of management positions. Gather confidential documents relating to grievance investigations and prepare draft responses to first level grievances. Participate in grievance meetings and prepare meeting notes. Maintain logs on grievances and subsequent decisions. Gather confidential documents relating to Adverse Action's including materials upon which the Action is based; distributes copies of Actions to State Personnel Board and appropriate Departmental staff, and maintains logs on Actions and subsequent hearings and decisions. Gather confidential documents relating to investigations and decisions for EOMI matters. Assists Field Division Chief and Administrative Officer through researching, gathering, and analyzing data for the preparation and completion of special projects including reports for SAP budget, materials management, maintenance management, operational availability, and multi-skilling.**

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

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

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*
20%	**Functions as the Field Division's Training Coordinator. Ensures that all Training Plan and Request forms are properly completed, approved and entered into SAP Training and Event Process. Generates correspondence to attendees regarding training events, monitors attendance of field division employees, assuring compliance with notification/no show policy. Responsible for the registration, billing and invoicing for Priv/Non-State classes, seminars and conferences. Responsible for gathering, summarizing and submitting Individual Training Plans and annual conference projections to headquarters offices. Direct, monitor, and oversee the Annual Appraisal and Development Program.**
5%	**Gather, analyze and prepare monthly IRS report for reporting taxable Fringe Benefits/Employee Business Expenses (FB/EBE) related to Use of State Vehicle for Commute Purposes; prepare quarterly reports of the Home Storage Permits of emergency responders (SEMS) which are categorized and maintained for benchmarking. Coordinate, analyze and prepare Home Storage Permit requests/renewals for the field division, ensure all requests meet Department of General Services and O&M criteria.**
5%	**Provide technical review of all correspondence leaving the field division prepared by administrative support staff. Composes correspondence independently for Field Division Chief and five (5) Branch Chiefs to Department staff or management, State Water Contractors, Regional Water Quality Control Board, Federal Regulatory Energy Commission, et. al, may be required to research and provide background data as needed.**
5%	**Assist with recruitment and coordination of continuous testing process. Includes coordinating written and oral exam process; proctoring and grading of written exam; and chairing interview panels.**
5%	**Responsible for the acceptance and distribution of monthly/bi-weekly/overtime payroll warrants in accordance with prescribed accounting procedures. Assists in revolving fund duties as necessary to maintain required separation of duties: authorized SAP processor of field division employees travel expense claim documentation for check processing and claim scheduling. Coordinates travel arrangements for employees as needed, monitor conference room reservations, and video conference arrangements.** **Coordinates the Alcohol and Control Substance Testing for the field division.** **May assist with leadperson responsibilities for administrative staff.**

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Percent of Time	*Activity*
	SPECIAL REQUIREMENTS **Strength and ability to lift up to 25 pounds. Must have stamina and ability to work at a desk, use a typewriter, computer and other office machines; stand, bend, stoop and stretch for periods of time may be required. Must possess a valid California Driver's license, as travel will be required. Overtime may be required, based on work needs.** **Incumbent must have knowledge of Department organizational structure and activities, as well as administrative and correspondence policies and procedures. Communicating at a level required for successful job performance, exercising good judgement, and taking effective action; exercising good judgement and analyzing situations, in all contacts (executive levels at headquarters, other field division chiefs, officials from other agencies, representatives from other field divisions and foreign dignitaries). Must be knowledgeable in SAP and the rules and regulations pertaining to Logistics and Accounting functions. Incumbent must have knowledge of the provisions and interpretation of MOUs, Administrative Procedures/Enterprise Process Guides, Department and other State laws, rules and regulations pertaining to business and travel expenses, training, etc. Must keep apprised of updates in policies and procedures regarding correspondence, travel, and other functions required by support staff.** **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. This position may serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency response functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.** **This Management Services Technician position is designated "confidential" under the Ralph C. Dills Act, Government Code Section 3513 (f) and provides key support to the Department's management team.**