

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing)	District 5/Maintenance/Maintenance Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Technician	905-600-1139-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Staff Services Manager I, the Office Technician performs a wide variety of complex clerical duties for the Maintenance Support Office. Incumbent work hours will be 7:00 AM to 4:00 PM, Monday through Friday.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
60%	E	Operate a personal computer with the programs IMMS, TOPSS and Staff Central with Windows; maintains HM-85's for audit purposes; run time correction reports in TOPSS to ensure correct and timely pay to personnel. Collaborate with field supervisors and crews to validate hours worked. Assist Superintendents with preparation and approval of personnel reports. Review employee time sheets (M33s) and ledgers to audit on a monthly basis and make needed corrections. Update employee license and certification requirements. Prepare payroll-related documents. Maintain backup documents for payroll, leave balances, attendance, report of exceptions, and requests for coordination with the HQ Personnel Specialist. Respond to issues regarding personal leave, annual leave, direct deposit, flex elect, holiday credits, military leave, jury duty, time off without pay, and the drug-free workplace program. Run bonus pay reports in Staff Central and submit requests to Superintendents for approval. Audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies.
30%	E	On a daily basis, pull Supervisors crews' time out of IMMS Software, identify any errors, run hard copies, post daily time on the employee ledger sheet, and maintain yearly files.
10%	M	Answer telephone calls from Region employees, District Office personnel, personnel from other agencies, and the general public. Direct calls as appropriate. Responsible for delivering and dispersing Maintenance Support incoming and outgoing mail. May be asked to make purchases for office supplies with CalCard. Maintain records and reconcile CalCard account.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of basic grammar, spelling, punctuation, and math; must have knowledge of modern office methods and equipment, and know how to use them; must have knowledge of a wide variety of manuals and have the ability to implement instructions. Must be proficient in using various computer software programs such as Microsoft Word, Excel, and Outlook. Must have knowledge of personnel procedures and policies; general office procedures; phone etiquette; and proper filing procedures.

Must have the ability to maintain detailed and accurate records; perform difficult clerical work; follow directions; set priorities; meet deadlines; communicate effectively, both verbally and in writing; apply laws and rules. Must be able to produce documents that are clear, concise, and understandable. Must possess the ability to access, understand, and use

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information from timekeeping and inventory systems, the Internet and Intranet. Must possess the ability to effectively work alone or with others. Must have the ability to use good judgement and make sound decisions.

Ability to type at least 40 wpm is highly desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inability to complete assignments in a timely manner could result in improper payment to Maintenance employees, reduced productivity, and increased workload.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to deal effectively with many different agencies, such as but not limited to CHP, Insurance Claims Adjusters, as well as all levels of Caltrans Management. Be able to deal effectively and professionally with employees that need help and guidance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for prolonged periods of time. May be required to bend and stoop. May be required to work for prolonged periods on personal computer. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, work well with a wide variety of personalities, acknowledge the various responses.

WORK ENVIRONMENT

Incumbent may/will be working with a personal computer, 10 key calculator, and other office equipment. While at their base of operation, employee will work in a climate controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to work in emergencies caused by accidents, storms, and other hazardous conditions, and catastrophic events.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE