

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)	OFFICE/BRANCH/SECTION DISTRICT 7/MAINTENANCE/NORTH REGION	
WORKING TITLE OFFICE TECHNICIAN (TYPING)	POSITION NUMBER 907-610-1139	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Caltrans Regional Administrative Officer (CRAO), the Office Technician regularly performs a variety of difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent is responsible for the accurate auditing, entering, and correcting of time sheets, payroll data and daily records keeping for the region employees in the personal computer for activities which include regular time worked, leave time, cash overtime, Compensation Time Off (CTO) overtime, address changes, and emergency contacts. The incumbent may receive training from other employees of the staff, region, district or headquarters. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls; and may be loaned to other cost centers. This position is represented under collective bargaining.

Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Responsible for the accurate auditing, entering, and correcting of time sheets, payroll data and daily records keeping for the region employees in the personal computer for activities which include regular time worked, leave time, cash overtime, CTO overtime, address changes, and emergency contacts. Types receiving records, purchase requests, credit card and non-credit card purchases, contract delegations, and keeps monthly record; prepares damage reports and completes notices.
30% E	Responsibility for processing accounting documents to accounts payable for immediate payment to vendors and contractors. Reviews all travel expense claims and mails to Headquarters; keeps an electronic log for budget purposes. Assists with other payroll duties as required. Types and files miscellaneous correspondence, including, but not limited to Report of Performance for Probationary Employee, and Individual Development Plan.
30% E	Renews annually home storage permits for field personnel. Updates and monitors computer information lists for the region. Processes bulk fuel reports monthly. Takes complaints from Los Angeles Communications and from citizens or other agencies regarding road debris or road hazards. Processes and log lane closures; updates radio and equipment logs. Distributes and organizes incoming and outgoing mail. Provides backup duties in purchasing and cross training in other office functions. In addition, may have responsibility for functional guidance in training and assisting less experienced employees.
5% E	Processes forms regarding Jury Duty and requests for safety glasses from field personnel. Assists in monitoring radio and telephone communications and dispatches accurate information as needed. Assists the CRAO or Maintenance Manager in emergency situations.

¹ ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a lead in the absence of the CRAO.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training. Ability to perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read, write, and speak English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. Must have working computer knowledge in Windows, Excel, Microsoft Outlook, and Integrated Maintenance Management System (IMMS) programs. Typing certificate of 40 words per minute is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15 lbs may be lifted (5%) of the time.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to regional office and from regional office to storage areas, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 15 lbs. (5%) of the time.

Overhead reaching – Includes but not limited to filing (10%) of the time.

Other reaching – Includes but not limited to filing, using computer keyboard, or telephone. (90%).

Pushing/Pulling – Includes but not limited to filing, using computer keyboard, or telephone (90%).

Twisting – Includes but not limited to lifting, filing, using computer, or telephone (90%).

Climbing/Balancing – Includes but not limited to climbing up and down ladders, stairways.

Bending/Crouching/Squatting/Crawling – Includes but not limited to bending while filing various correspondence (10%).

Simple Grasping – This activity is necessary about 95% of the shift; includes but not limited to writing and filing out

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paperwork or using a computer.

Fine Manipulation – This occurs (95%) of a day and includes but not limited to writing reports or manipulating the keyboard of a computer.

Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. The incumbent is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. The incumbent must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

During the winter months the workweek is normally 5/8-hour days or 9/80's. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 04, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 04, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate Office dress attire must be worn.
- B. Long Pants. No shorts or cutoffs.
- C. Short sleeves okay, no tank tops or spaghetti straps.
- D. No short (mini skirt) skirts or flip-flop sandals.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
