

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)	OFFICE BRANCH/SECTION DISTRICT 7 - MAINTENANCE - WEST REGION	
WORKING TITLE OFFICE TECHNICIAN	POSITION NUMBER 907-710-1139	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:

Working under the supervision of a Caltrans Regional Administrative Officer (CRAO), the Office Technician regularly performs a variety of difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Responsible for the entering, and correcting of personnel related documents, hiring documents. The incumbent may receive training from other employees of the staff, region, district or headquarters. Work week will be Monday through Friday, a 5/40 schedule, 7:30 a.m. to 4:00 p.m. 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. May be loaned to other cost centers. Overtime will be assigned per the Bargaining Unit 04, Memorandum of Understanding. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Processes various Personnel paperwork, including, but not limited to Emergency Notification Information, Employee Action Request, Report of Performance for Probationary Employee, and Individual Development Plan. Ensures benefit documents are accurate and submitted timely. Typing computer assignments in Windows, Excel, Microsoft Office, Staff Central, and Integrated Maintenance Management Systems (IMMS) programs. May provide backup duties for other office procedures.
40%	E	Responsible for the accurate auditing, entering, and correcting of time sheets, payroll data and daily record keeping for the region employees in the personal computer for activities which include regular time worked, leave time, cash overtime, compensating time off (CTO). Reviews and mails travel expense claims (TEC's). Files, logs information and forwards miscellaneous correspondence to the appropriate area. Process and distribute daily/weekly maintenance paperwork. Process bulk fuel reports monthly.
10%	M	Process forms regarding the Visa's. Ensuring accuracy of the information submitted from the Supervisors. Review and submit safety glasses request from field personnel. Assist in monitoring radio and telephone communications and dispatches accurate information. Opens, date stamps, and forwards Incoming mail and prepares outgoing mail. Assists the CRAO or Maintenance Manager in emergency situations.

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

None. May act as supervisor 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. Typing

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certificate may be required. Computer knowledge in Windows, Excel, Microsoft Office, Staff Central and Integrated Maintenance Management Systems (IMMS) programs.

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. May be in contact with hostile public. The incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The incumbent will be required to sit for long periods of time as well as stand, bend, stoop, squat, twist, grasp, reach, walk, climb stairs and perform fine manipulation. 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%).

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. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position 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

This position is based in an environmentally controlled office with artificial lighting. Most of the incumbent's time is spent at a computer using a keyboard, mouse and monitor.

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

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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