

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Office Technician (Typing)	REPORTING UNIT NUMBER 603	
DIVISION/BRANCH OR CENTER Los Padres Center	LOCATION San Luis Obispo	
CLASS TITLE Office Technician	POSITION NUMBER 533-603-1139-004	EFFECTIVE DATE

Supervision Exercised

NUMBER none	DIRECT SUPERVISION CLASSIFICATION none	NUMBER 1-5	INDIRECT SUPERVISION CLASSIFICATION Corpsmember (occasional)
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the direct supervision of the Administrative Officer II, the Office Technician performs the following clerical and timekeeping duties:

45% Responsible for all matters related to Corpsmember payroll, health benefits, hire & separations to include: transfers, extensions, promotions, second chance request, medical reinstatements, and special programs. Initiate, manage and maintain corpsmember personnel files, maintain confidentiality. Create weekly crew roster in C3, distribute to all staff and post, print daily timesheets (123's), distribute to appropriate staff. Calculate weekly CM count posts on weekly roster and District FTE report. Receives, safeguards, and distributes corpsmember master payroll. Print and complete monthly warrant logs by crew. Print monthly 634s for corpsmembers, separate by crew. File signed CM 634's. Processes emergency pay for CM's, generate 671 and submit to headquarters. FMLA coordinator for corpsmembers as needed. Run pay period reports weekly to correct time keeping issues with PSCW staff.

Answer questions on how to obtain duplicates W-2's and other information as requested.

Monitor FAX inbox.

Knowledgeable about and able to counsel corpsmembers on corpsmember health plan, deductible, setting up doctor appointments, print temporary ID cards from Carrier's website.

20% Responsible for Worker's Compensation for Corpsmembers to include: Process and track Worker's Compensation claims, follow up with doctor status reports, assist with follow up appointments, specialist or therapy authorization and appointments. Return to work coordination with Headquarters Health and Safety unit. Maintain Worker's Compensation Files. Maintain ongoing record; OSHA 300 & 300A log. Post as required.

10 % COMET Hires: Prepare COMET personnel hire packets. Assist corpsmembers with completing pre hire paperwork. Copy proper ID's from each corpsmember to use for I-9, coordinate with CII and your schedule for meeting time with COMETS, meet with COMETS during training to instruct them on the completion of hire paperwork. Make files for new hires including personnel files and medical files. Make copies and prepare hire paperwork to submit to HQ w/CCC 41. Enter new hires in C3 and process hire paperwork to HQ.

Complete MRT order forms for nametags

10% Responsible for Clerical Duties as follows:

Provides CM bus vouchers, process CCC 9 as needed, submit to headquarters. Assist with town runs; mail, doctor appointments and shuffling vehicles to repair shops. Assist with visitors, public contact and answering questions. Maintain personnel forms (CCC & standard) supply files. Compose documents, correspondence and memos. Supervise and direct the work of corpsmembers working in the office. Primary personnel on phones: answer phones and disseminate messages. Maintain phone system, outgoing messages, and extensions. Monitor office equipment, toner for copy machine, etc. Submit a requisition when we need to order supplies for office machines and office supplies. Provide clerical support to Project Supervisor and CMD staff for data entry and other support as needed.

Provide agenda and take minutes at the weekly operational meeting.

Maintain corpsmember phone list and staff phone number list.

Ensure Golden State Overnight labels are printed and packages ready for pick up by 3:00 pm daily.

Monitor Second Chance Requests and ensure timely responses.

Provides assistance to MST handling Staff personnel related activities and provides back up in these areas during absence.

Provide guidance for corpsmembers related to bus schedule, doctor appointments, health insurance, and answering general questions. Be available each day to corpsmembers and staff who may have questions, check on mail, want to pick up paychecks, etc.

5 % Responsible for Forms and Archives to include: Maintains center master forms folder to ensure all master forms are available and sorted by document type. Maintain form supply in copy room for daily use by staff. Print forms as needed by staff and ensure we are current on all forms needed for business purposes. Updating the archival records by shredding or recycling outdated information. Maintaining order, neatness, and cleanliness in Archive.

Responsible for Holiday Scheduling to include: Each year, generate holiday schedule request for time off for staff and CM's. Once turned in track and compile to spreadsheet to show days taken off and days worked and report to kitchen on number of corpsmembers eating meals on site during holiday times.

5 % Responsible for Operation Manuals, SDS manuals to include: Maintains Center Operational Manual (Policy manuals), SDS manuals. Receive updated inserts for each manual and is responsible to replace in appropriate binders. Responsible for typing memos and other correspondence for staff on an as needed basis depending on importance or urgency.

5 % Responsible for compiling and generating the following reports:
Generate CM Length of Stay Reports, Contract Expiration Reports and Injury tracking data, give to appropriate staff. Assist with Fire Billing spreadsheets as requested

Office Technician Signature	Date	Administrative Officer II	Date