

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

September 22, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

OFFICE TECHNICIAN (TYPING) FULL TIME / LIMITED TERM (7 MONTHS)

SALARY

\$2,809 - \$3,515

QUESTIONS ABOUT THE JOB

KELLI IRVIN

(530) 241-3030

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

FINAL FILING DATE

OCTOBER 2, 2015

POSITION LOCATION

RED BLUFF TENT CAMP

TEHAMA COUNTY

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

RPA #16-1077

Duties: Under the direct supervision of the Business Service Officer (BSO), the Office Technician performs the following clerical and timekeeping duties:

Payroll: initiate & process payroll documents which includes corpsmember pay, post corpsmember work hours into database daily, prepare monthly payroll reports for submission to Sacramento, update employee information & payroll adjustments into database, receive & distribute employee warrants, perform record & timekeeping, assist with staff payroll as needed and respond to field staff & incoming public with inquiries regarding payroll transactions.

Personnel: prepare & complete intake paperwork for up to 35 new employees which includes presenting information in a classroom setting. Prepare & process benefits & insurance plans, update employee leave records, process corpsmember transfers, conduct monthly Rotating Day Off (RDO) reconciliations & assist with Request for Personnel Actions (RPAs) as needed which includes preparing org chart, duty statement & job bulletin for submission to Headquarters (HQ).

Assist Center Director, BSO & Conservation Supervisor, responsible for updating Full-Time Equivalent (FTE) on a weekly basis, acting secretary for Community Advisory Board which includes arranging all meetings, acting as point of contact, take minutes & make any necessary bank deposits. Responsible for entering & tracking Account Receivables in budget system along with assisting with travel

accommodations, revolving fund advances and TECs as needed. Supervise the Corpsmember office assistant which includes mentoring and assigning duties.

Workers' Compensation: monitor & track all cases and minor injury reports and point of contact for HQ, State Compensation Insurance Fund (SCIF) and medical doctors. Perform receptionist duties including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering routine inquiries. Act as lead person to other clerical staff in the absence of the BSO and on occasional special projects. Must be available to provide office/clerical support to support center emergency response.

Desirable Qualifications: Ability to act professionally and represent the department as the first point of contact in California Conservation Corps centers. Knowledge of office systems. Exhibit strength in character; respect the chain of command; possess unquestionable ethics; demand excellence from others; and lead by example.

Who May Apply: Applicants currently at the Office Technician (Typing) level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1077 in the job title section of your State application.