



Career Opportunity

March 9, 2016

- 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 (4 MONTHS)

SALARY

\$2,809-\$3,515

FINAL FILING DATE

MARCH 23, 2016

POSITION LOCATION

STOCKTON SATELLITE

RPA # 16-1179

QUESTIONS ABOUT THE JOB

MARIE MIJARES

(530) 823-4075

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO CA 95816

Duties: Under the direct supervision of the Administrative Officer I (AO I), the Office Technician must have a working knowledge of CCC Policies and Procedures, have excellent organizational and prioritization skills, and exercise a high degree of judgment, initiative, and independence in performing difficult and responsible duties.

Reviews, edits, and calculates monthly time sheets and enters that time in the appropriate forms. Prepares and submits all timesheet packets to the appropriate supervisor for review/approval. Prepares approved time sheet packets and forwards to HQ. Works closely with HQ Personnel Staff to ensure timekeeping and personnel documentation is timely and correct. Maintains and tracks payroll warrants, attendance, overtime, dock notices, master vacation schedule, leave balances, etc.

Initiates and/or processes all personnel transaction documentation for Civil Service, Special Corpsmembers, and Corpsmembers. Documentation includes, but is not limited to, appointments, transfers, separations, promotions, health benefits enrollments, on-the-job injury reports, and other related documents. Independently research and responds to employee and general public questions regarding personnel policies, regulations, laws, rules procedures benefits etc. Establishes and maintains all personnel files. Creates monthly Personnel Transaction report for supervisor. Assists with orientation of new staff. Act as liaison between field staff and Personnel Transaction Staff.

Maintains, tracks, and forwards completed workers compensation documentation as provided from management to State Compensation Insurance Fund (SCIF), and HQ Health and Safety personnel. Enters workers comp information into CADCARS and accurately reports temporary disability hours and maintains OSHA 300 log. Ensures that Corpsmembers' supervisors are apprised of all comp-related doctor's appointments to ensure they are met. Creates and maintains workers comp filing system for civil service, Special Corpsmember, and Corpsmember employees and medical files for Corpsmembers. Creates monthly workers comp report for supervisor.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

Ensure deadlines are met, files are created and maintained, office organization, mail pickup and distribution, and prioritization of workloads according to the Conservation Supervisor's expectations.

Prepares and enters Cal Card and accounts payable information in to the budget ledger system and prepares packets to forward to personnel in HQ including, but not limited to, preparing complete and accurate copies and preparing the overnight packages. Enters monthly H09 report transactions into budget ledger system. Maintains Vendor files.

Provides administrative support for the District Director and other lead staff. Composes and types memos, letters, reports, and other materials. Schedules and coordinates appointments, travel, meetings and trains as needed for lead staff. Screens Conservation Supervisor's telephone calls and mail. Organizes and maintains subject files, administrative files, and confidential files. Maintains office supply inventory and ordering, supply/inventory monthly reports and other office organization duties as needed.

Maintains Travel Expenses Claim log; audits, tracks and posts invoices, vouchers, and/or TECs to the center's budget program and reconciles with HQ Budget reports.

Responsible for preparing agendas, materials, and taking minutes at staff meetings in a timely fashion. Assists with DMV Pull-Notice, program documents, telephone coverage in the front office, public interaction and FMLA Coordinator for staff and Corpsmembers. Backup Administrative Officer and Office Assistant.

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

Please indicate RPA #16-1179 in the job title section of your State application.