



Classification: Office Technician	Position No. 5100-1139-001
CBID: R04	Office: Renewable Energy
Date Prepared: January 29, 2017	Division: Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Energy Resources Specialist III (M)/Office Manager of the Renewable Energy Office in the Renewable Energy Division, the Office Technician provides administrative and secretarial support for the Deputy Director, Office Manager, Supervisors and Renewable Energy Office staff. Primary support will be in assisting the Office Manager with the operation and performance of administrative and technical tasks that relate to projects and programs within the office. The Office Technician is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet. The incumbent will participate in meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

The Office Technician will provide administrative and clerical support to program staff and supervisors and division management by completing general office work. Specific duties include:

40% Provides secretarial and administrative support to the Deputy Director, Office Manager, and professional staff in the Office. Format and finalize technical reports, charts, letters, and memorandum; review and edit all correspondence for consistency with Energy Commission format, content, and grammatical construction;; maintain electronic and hard copy records; ensure that established Energy Commission policies and procedures are adhered to in the preparation, review, and approval of all written material prepared by Office staff.

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25% Establish and maintain workload management tracking systems for all Renewable Energy Office correspondence, contract invoices, and other administrative documents to track priorities, due dates, and status, and provide reports to Office Manager and Supervisors identifying progress on meeting deadlines. Establish and maintains a computer-based tracking system for the Division and Office operating budgets and monitors line item allotment expenditures, student budget, contract funds, and provides reports to the Office Manager either verbally or in writing on the status of the Renewable Energy Office budget, identifying any problems that need to be resolved. (E)

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

- 10% Coordinate required reporting for Executive Office, including the Program Status Report, ensuring both quality of documents and timeliness of completed actions. Make meeting, room, and telecommunications arrangements as needed to support program staff. Support other division administrative staff as needed and maintain positive working relationships with personnel and administrative office staff. (E)
- 10% Coordinate support activities for staff including ordering of equipment and supplies, Maintain records on-going personnel activities including time reports, training records, travel, and personnel documentation not maintained in official auditable personnel files. Coordinate ergonomic evaluations, IT and phone needs, and all support needs for newly hired staff. (E)
- 10% Perform timekeeping duties for both staff and student interns; maintain Office Manager calendar and schedule using Microsoft Outlook; maintains detailed confidential and administrative files for the Office Manager; coordinate travel arrangements for the Office Manager, and staff using established state guidelines including preparing all necessary documents, making travel reservations (airline, lodging, and rental car), and assisting the Office Manager and staff in completing travel expense claims in a timely manner. (E)
- 5% Performs other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
VACANT Office Technician	NATALIE LEE Energy Resources Specialist III (M)
Date	Date