



DUTY STATEMENT	
Classification: Program Technician, 24 Month Limited-Term	Position Number: 835-433-9927-001
Division/Office/Section: DOR/Recycling Program Enforcement Branch/Investigations Section-North	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under close supervision of the Staff Management Auditor, the Program Technician will perform the general data entry and records maintenance associated with the California Department of Food and Agriculture (CDFA) persons importing information as well as other clerical duties to help support the Recycling Program Enforcement Branch (RPEB). This position may include occasional weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Travel is throughout California and should not exceed a maximum of 25% per year.

ESSENTIAL FUNCTIONS

- 40% Perform data entry, monitoring, and quality control of data entered into the CalRecycle database maintained to support the Imported Empty Beverage Container Reporting System from information received from CDFA - Persons Importing data.
- 25% Input case development information for preparatory work on investigations. Provide background information from the Division of Recycling Integrated Information System (DORIIS) on case and violation history.
- 20% Create and maintain spreadsheets, word documents, and other files related to CDFA information. Track forms received from CDFA to determine if additional forms need to be sent out, if form sequence numbers are missing, and if there are either duplicate or non-CDFA forms being used.
- 10% Operate duplicating machines or other office equipment as directed. Scan and attach files into DORIIS cases; and monitor CDFA faxes.

MARGINAL FUNCTIONS

- 05% Generate notices from Access database; prepare and mail out those notices. Assist Office Technician in completing functions essential to upkeep RPEB support, including mail distribution, mail outs, and telephone coverage.
- 05% Answer telephone calls from 1-866-CANLOAD relating to CDFA Imported Material Report forms. Track the questions asked and answers given.