



JOB ANNOUNCEMENT

**OFFICE TECHNICIAN (TYPING) OR
MANAGEMENT SERVICES TECHNICIAN
STATEWIDE PLANNING UNIT AND
SAN FRANCISCO HEADQUARTERS ADMINISTRATIVE SUPPORT TEAM
SAN FRANCISCO
FULL-TIME, PERMANENT**

The California Coastal Commission (Commission) is seeking an experienced Office Technician (Typing) or Management Services Technician to join its Statewide Planning Unit and Headquarters Administrative Team in San Francisco. This position supports the Statewide Planning staff and Administrative staff and independently performs a variety of tasks related to the operation of the unit.

About the Job.

The Office Technician (Typing) or Management Services Technician will work under the guidance and direction of the Personnel Supervisor II and the Statewide Planning Manager. Duties may include but are not limited to: the preparation of complex reports, charts and other documents which may be submitted to the Coastal Commission, the California Legislature, the federal government and courts; and entering and maintaining data in the agency's database. As part of the Headquarters Administrative Support Team, performs work related to the general support of the Headquarters office, including answering phones, processing mail, assisting with the preparation of Commission meeting packets, and copying documents. Responds to requests for records from other units and District Offices. Generates progress reports for federal grant projects. Makes travel arrangements. Assists with the monthly production and mailing of Commission meeting agenda documents.

Duties will be adjusted commensurate with the level at which the position is filled.

Desirable Qualifications: Adept at problem-solving, including being able to identify issues and resolve problems in a timely manner; expertise with Microsoft Word, Excel and Outlook; ability to prepare and edit complex documents including proofreading; excellent interpersonal skills and ability to communicate professionally and tactfully with co-workers; ability to work independently.

Special Requirements: Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material (Only for Office Technician (Typing)).

Eligibility: Individuals on the Office Technician (Typing) or Management Services Technician eligible lists may apply. Current or former State employees with transfer or reinstatement rights at the level of Office Technician (Typing) or Management Services Technician may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the classification.) Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Salary:	Office Technician (Typing)	\$2,921 - \$3,656 per month
	Management Services Technician	\$2,713 - \$3,838 per month

Contact:

For information about the position: Susan Hansch, Chief Deputy Director, at (415) 904-5244; Sherry Zabala, Personnel Supervisor II, at (415) 904-5431; or Madeline Cavalieri, Statewide Planning Manager, at (831) 427-4863.

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or HumanResources@coastal.ca.gov.

Filing:

The position will be open until filled. We would like to fill this position as soon as possible. Applications will be screened and only those most qualified and eligible for consideration (see “Eligibility”) will be interviewed. All interviews will take place in San Francisco. Relocation expenses will not be offered. Submit a current resume and a State Application Form 678 (put job title for this position in the Examination or Job Title section) to:

**HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov**

PLEASE INDICATE “OFFICE TECHNICIAN (TYPING) OR MANAGEMENT SERVICES TECHNICIAN, STATEWIDE PLANNING AND ADMINISTRATIVE SUPPORT TEAM” IN THE EXAMINATION OR JOB TITLE SECTION ON THE STATE APPLICATION FORM 678.

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS, YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

California Relay Service for the Hearing Impaired call 711