



JOB ANNOUNCEMENT

**OFFICE TECHNICIAN (TYPING) OR
MANAGEMENT SERVICES TECHNICIAN
ENERGY AND OCEAN RESOURCES 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 Energy, Ocean Resources and Federal Consistency Division (EORFC Division) and Headquarters Administrative Team in San Francisco. This position will provide administrative support to the EORFC staff and other Headquarters functions, including monthly Commission hearings.

About the Job: The Office Technician (Typing) or Management Services Technician will work under the direction of the Personnel Supervisor II and the Deputy Director of the EORFC Division. 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; entering and managing data in the agency's database; responding to requests for records from other units and District Offices; generating progress reports for federal grant projects; managing records retention for the EORFC Division; and providing organizational support to EORFC staff including making travel arrangements. As part of the Headquarters Administrative Support Team, performs work related to the general support of the Headquarters office, including answering phones, processing mail, and scanning documents. Duties will also include assisting with the monthly preparation, production and mailing of Commission meeting materials and performing various tasks associated with Commission meeting management, including assisting with speaker management and moderating speaker testimony during the meeting.

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 and other common professional software products (i.e., Word, Excel, Powerpoint Outlook, Teams, Adobe Acrobat); excellent organizational skills and ability to efficiently manage multiple tasks at one time; familiarity with or ability to learn new online platforms (i.e., Sharepoint, Zoom); 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 both independently and as part of a team.

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)	\$3,144 - \$3,935 per month*
Management Services Technician	\$2,921 - \$4,132 per month*

*Effective July 1, 2020, State employees are subject to a 9.23% salary reduction in exchange for 16 hours of the Personal Leave Program 2020 (PLP 2020) per month

Benefits: For a description of benefits available to State employees, click here:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Contact: For information about the position: Kate Huckelbridge, Deputy Director of Energy, Ocean Resources and Federal Consistency, at Kate.Huckelbridge@coastal.ca.gov or (415) 396-9708.

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, ENERGY AND OCEAN RESOURCES" 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