

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF HUMAN RESOURCES  
TALENT ACQUISITION  
ATTORNEY HIRING UNIT**

**INCUMBENT:** Vacant

**JOB TITLE:** Personnel Technician I

**POSITION NUMBER:** 420-057-5160-025

**STATEMENT OF DUTIES:** Under the direct supervision of the Staff Services Manager (SSM) I, Attorney Hiring Unit (AHU), the Personnel Technician I performs personnel management work of average difficulty, which includes providing technical support related to processing certification requests, posting jobs, receiving applications, and providing new hire paperwork for all Deputy Attorney General (DAG) positions.

**SUPERVISION RECEIVED:** Under the direct supervision of the SSM I, AHU.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods. Ability to lift, carry and/or move boxes of paper weighing up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

**ESSENTIAL FUNCTIONS**

**40%** Perform work of average difficulty relating to the hiring process for all Attorney positions using the California Department of Human Resources' (CalHR) Examination and Certification Online System (ECOS) including, but not limited to:

- Publish all DAG Job Controls (JCs) on ECOS
- Generate informal and formal certification lists as part of the hiring process requests
- Generate, send, receive, sort, and respond to employment inquiry letters
- Download and redact applications from individuals applying to DAG positions.
- Code certification lists to indicate whether individuals are interested in applying for DAG positions
- Clear applicants from DAG eligibility lists upon hire

