

STATE OF CALIFORNIA  
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

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| <b>1. Institution/Division/Office</b><br>Central Office/Administration Division/CALPIA   | <b>2. Unit Name/Industry</b><br>Human Resources – Classification and Recruitment Unit   |
| <b>3. Class Title</b><br>Management Services Technician  | <b>4. Proposed Incumbent (if known)</b><br>Vacant   |
| <b>5. Current Position Number (Agency-Unit-Class-Serial)</b><br>063-760-5278-001   | <b>6. Effective Date</b>  |
| <b>7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:</b><br>Under supervision of the Classification and Recruitment (C&R) Manager (SSM I), the incumbent functions as a C&R assistant and performs clerical support and assists the C&R Unit with clerical duties and semiprofessional tasks associated with the recruitment and hiring process. The incumbent will support the C&R staff in redacting applications, serving as the ECOS coordinator and provide guidance and support to hiring managers with recruitment activities, The incumbent will also provide assistance and support in the recruitment efforts in the department. This position requires confidentiality, attention to detail and tasks must be performed with accuracy. This position will report in-office five (5) days per week. This position may also, on occasion, travel to job fairs, hiring events, or CDCR institutions. |   |
| <b>8. Work Schedule:</b> Monday – Friday 8:00 a.m. – 5:00 p.m.   |   |
| <b>9. Percentage of time performing duties:</b><br><br><br><br><br><br><br><br><br><br><div style="text-align: center;">30%</div> <div style="text-align: center;">20%</div> <div style="text-align: center;">15%</div> <div style="text-align: center;">10%</div> <div style="text-align: center;">10%</div>  | <b>10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)</b><br><br><div style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></div> <p>On a daily basis, checks all currently posted jobs in the Exam and Cert Online System (ECOS) and redacts all confidential information from applications. Monitors all Job Controls (JCs) Statewide and reveals redacted application documents in ECOS to the hiring managers. Uploads and redacts applications received via mail to appropriate JC in ECOS. Monitor and update excel spreadsheet which tracks all of CALPIA's JCs. Contacts applicants regarding submitted applications requiring clarification, additional information / documents; performs certification write-ins. Monitors shared email boxes, responding to inquiries concerning job postings. Assess applicant pool as jobs near final filing date to identify additional recruitment efforts needed and report to the Recruitment analyst. Assists hiring managers with questions related to JC status and assists with ECOS functions</p> <p>Updates the CALPIA's Organizational Charts each month, ensuring that current positions are up to date; by verifying org charts with the position control report in Salesforce and maintaining the organizational chart log to make monthly updates to the Org Charts.</p> <p>Assists the Recruitment analyst with posting jobs to various advertisement platforms and social media. Monitors traffic and removes postings once expired. Assist in preparing job announcement bulletins for site and county specific job fairs. Monitors applicant responses and inquires on job posting platforms. Assists with printing and mailing of announcements and ECOS generated job inquiry letters for hard-to-fill classifications and locations.</p> <p>Research and provide recruitment details related to applicant count and recruitment outcome for audits assigned by managers. Provides back-up to the Department's ECOS coordinator, providing access to ECOS, answers technical and access questions, participates in annual compliance review and tracking of user agreements. Collaborate with Staff Development to ensure staff have completed necessary training prior to granting access. Retrieve recruitment documentation during audits, including but not limited to State Personnel Board audits and Merit Issue Complaints.</p> <p>Serves as backup to the DMV Electronic Pull/ Department of Transportation coordinator for all department employees enrolled in the programs(s). Provides guidance to hiring managers related to positions required to complete medical and driver requirements prior to hire. Assists with Random Drug Testing process. Assist with quarterly compliance tracking in collaboration with the California Department of Corrections and Rehabilitation.</p> |

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| 10%  | <p>Receives, opens, date stamps, and distributes incoming mail and packages; ensures confidential mail is handled appropriately; processes incoming and outgoing mail. Operates office machines such as printers, scanner, fax, phone, computer, and copy machine. Files documents and creates file folders for cases, projects, and subject files.</p>   |             |
| 5%   | <p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Will provide back-up assistance to other support staff assigned to the Human Resource(HR) Unit as needed. Will assist in compiling documents for audits for other HR units. Will monitor various shared email boxes.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>All Human Resource staff will uphold the integrity of the unit by ensuring compliance with all related rules and regulations. Staff will adhere at all times to the utmost confidentiality of all information processed and maintained within the unit. May be required to occasionally travel off-site for training.</p> |             |
| 11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE. |   |             |
| 12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:                       |   |             |
| <b>PRINT EMPLOYEE'S NAME</b><br>Vacant   | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b> |
| <b>PRINT SUPERVISOR'S NAME</b><br>Jennifer Smith   | <b>SUPERVISOR'S SIGNATURE</b>   | <b>DATE</b> |
| <b>HR APPROVAL</b><br>JS 2/14/25   |   |             |