

DUTY STATEMENT**25-161**

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 2/3/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Personnel Technician I	E. POSITION WORKING TITLE HR Recruitment Technician	
F. CURRENT POSITION NUMBER 695-244-4800-005	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-244-5160-xxx	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Human Resources/Personnel Operations/HR Consulting Services/Rancho Cordova PG 1		I. SUPERVISOR NAME AND CLASSIFICATION Christie Silva, Supervisor I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F, 8AM-5PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions Under the general supervision of the HR Consulting Manager (Supervisor I), the Personnel Technician I performs a variety of technical duties in support of the department's recruitment and hiring activities of average difficulty and provide assistance to the Human Resources Branch. The incumbent is responsible for reviewing, redacting, processing, and tracking applications and job controls in the Examination and Certification Online System (ECOS), as well as maintaining related data and providing assistance to both applicants and departmental staff. The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of the work; work well under pressure; make appropriate decisions; work independently under supervision in completing and prioritizing assignments and meeting required deadlines; and maintain confidentiality. The position requires knowledge of State civil service laws, rules, policies, and procedures related to personnel selection and hiring processes.
35%	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) Application Processing and Redaction <ul style="list-style-type: none">Tracks and processes applications submitted in ECOS for active Job Controls (JCs) by monitoring receipt and status in accordance with established procedures.Scans and uploads any hard-copy applications received in the office to the appropriate JC in ECOS to ensure all candidate materials are centrally accessible.Redacts confidential and personally identifiable information (PII) from applications using approved guidelines and tools to protect applicant privacy and information security.Maintains a shared log or tracking system of redacted applications, documenting status, completion, and forwarding activities to ensure accountability and accurate recordkeeping.Forwards redacted application materials to HR Consultants to support candidate review and selection activities; does not evaluate or screen applicants.
25%	Job Posting and Certification Support <ul style="list-style-type: none">Assists with job recruitment processing in ECOS by preparing draft job postings, generating certification lists and employment contact documents, and organizing electronic and hardcopy application materials in accordance with established instructions.Updates and maintains Job Controls (JCs) in ECOS exactly as submitted by HR Consultants, ensuring all postings reflect the approved content without making independent changes, decisions, or analyses.Removes expired or inactive Job Controls from ECOS and internal tracking tools based on established timelines or instructions to maintain accurate and up-to-date posting information.

15%

Recruitment Support

- Assists the HR Recruiter with routine recruitment and outreach support activities, including preparation for career fairs and informational events.
- Prepares and assembles recruitment materials such as flyers, handouts, and sign-in sheets using approved templates; assists with copying, printing, and organizing materials for recruitment activities.
- Assists with basic coordination tasks related to recruitment events, such as tracking dates, assisting with scheduling information, and sharing event details with departmental participants.
- May attend recruitment and outreach events as needed to assist with setup and material distribution and provide general, non-policy information to potential candidates (e.g., how to apply, where to find job postings, and who to contact), referring recruitment-specific, eligibility, or policy-related questions to the HR Recruiter.
- Tracks recruitment-related activities and assists with maintaining basic records and lists; responds to routine procedural inquiries by providing standard information or referring questions to appropriate HR staff.
- Performs recruitment support activities in accordance with established procedures, without responsibility for recruitment decisions, eligibility determinations, or interpretation of California Department of Human Resources (CalHR) or State Personnel Board (SPB) policy.

10%

ECOS Administration Assistance

- Serves as the department's ECOS Coordinator, providing technical and administrative support for ECOS user access and system utilization in accordance with established procedures and direction.
- Creates, maintains, and updates ECOS user accounts; tracks and administers annual user agreements; and manages user access and permissions under established guidelines, ensuring documentation is complete and current.
- Provides basic troubleshooting and technical assistance related to ECOS access, navigation, and functionality; escalates system issues, policy questions, and programmatic concerns to the appropriate HR Consultant, manager, or control agency as required.
- Does not interpret or apply CalHR or SPB policy, make eligibility determinations, approve certification actions, or resolve programmatic or departmental ECOS issues; responsibilities are limited to technical coordination and administrative support.

10%

Documentation and Records Tracking

- Receives, logs, and files duty statements, verifying that required signatures are present and documents are complete prior to routing and storage, in accordance with established departmental procedures.
- Tracks and obtains signed Notices of Personnel Action (NOPAs) from Personnel Specialists to ensure a complete copy is placed in the appropriate Request for Personnel Action (RPA) folder in accordance with established filing procedures and referring discrepancies or questions to the appropriate HR Consultant or manager.
- Tracks and processes Alternate Range Changes (ARCs) by monitoring receipt of documentation and ensuring data is keyed and recorded in accordance with established instructions; escalates eligibility or policy questions to HR Consultant or manager.
- Assists with Materials Request Form (MRF) or audit requests by locating, gathering, and assembling required documentation from Request for Personnel Action (RPA) files and designated record repositories for information-gathering purposes.
- Maintains organized personnel files and records by accurately filing, retrieving, and tracking documents in established systems and folders to support departmental record-keeping and response to information requests.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Performs other recruitment and hiring support duties as needed to ensure compliance with departmental policies, statewide personnel rules, and merit system principles.
- Assists with special projects or administrative tasks related to personnel operations.

Work Environment Requirements

The position is primarily office-based, with frequent use of computers and standard office equipment. The incumbent must handle confidential and sensitive personnel records, requiring strict adherence to privacy and security protocols. The role requires proficiency in Microsoft Word and familiarity with Excel and Visio, as well as the ability to manage multiple priorities in a fast-

paced environment. Some travel by car may be necessary to attend meetings, trainings or visit other office locations. Occasional overtime may be required to meet deadlines or support recruitment and personnel operations. The work environment is generally climate-controlled and well-lit, with moderate noise levels typical of an office setting.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Personnel Technician I works under the general supervision of the HR Consulting Manager (Supervisor I). While guidance and priorities are provided, the incumbent is expected to work independently within established policies and procedures to complete and prioritize assignments, meet deadlines, and maintain confidentiality. Work is reviewed periodically for accuracy, compliance, and overall effectiveness.

Actions and Consequences:

The Personnel Technician I performs technical duties supporting recruitment, hiring, and other HR operational support functions. The incumbent is responsible for processing applications, posting and maintaining Job Controls (JCs) in ECOS, redacting confidential and personally identifiable information (PII), and ensuring compliance with departmental and state hiring guidelines.

Failure to accurately process recruitment documents or maintain confidentiality could result in delays in hiring, non-compliance with state regulations, and potential legal or reputational risks for the department. Proper handling of HR information and adherence to established procedures is critical to protect applicant privacy and maintain the integrity of departmental personnel operations.

Personal Contacts:

The Personnel Technician I interacts regularly with departmental staff, hiring managers, and HR team members. The position requires effective communication and collaboration with internal stakeholders and external candidates to ensure smooth recruitment and hiring processes.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)
None

Supervision Exercised:

None

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of State of California HR processes, including recruitment, selection, and certification procedures.
- Experience using ECOS or similar applicant tracking systems, including posting job announcements and managing certification lists.
- Understanding of privacy and security requirements for handling confidential and personally identifiable information (PII).
- Strong organizational and time management skills to handle multiple tasks, prioritize effectively, and meet deadlines.
- Attention to detail and accuracy in reviewing applications, redacting sensitive information, and maintaining compliance documentation.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and ability to learn new HR systems quickly.
- Excellent written and verbal communication skills for interacting with candidates, hiring managers, and internal staff.
- Ability to maintain confidentiality and exercise sound judgment in sensitive personnel matters.
- Strong interpersonal skills to establish and maintain effective working relationships with staff at all levels.
- Ability to work independently under general supervision, demonstrating initiative and problem-solving skills.
- Experience providing technical support or troubleshooting system access issues.
- Familiarity with merit system principles and statewide personnel rules to ensure compliance in recruitment activities.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.		
INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.		
SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE