

	levels to ensure all timesheets are calculated completely and accurately. Ensures the DI Branch database is submitted to the Central Office Division according to deadlines. Reconciles attendance leave balances with State Controller's Office Leave Accounting System Balance Report and DI Branch electronic leave cards.
25%	Serves as the office recruitment coordinator. Ensures the office is represented in all scheduled recruitment events. Coordinates with the Human Resource Services Division to ensure appropriate DI Branch representation for the Bay Area is present and prioritization of event attendance is made, according to recruitment difficulties. Provides support to the managers in all matters related to the State Administrative Manual retention schedule. Maintains confidential attendance and personnel files; purges files, according to the State Administrative Manual and Department retention schedules.
15%	Analyzes, researches, and reviews personnel data requests. Verifies retention and onboarding data and ensures monthly tracking methods of attrition, in order to better serve and recruit within our field offices. Provides monthly summary of onboarding and attrition data. Handles sensitive and confidential inquiries, mail, and file materials. Answers a variety of personnel-related questions from management and staff at all levels. Advises management and staff of changes in regulations, policies, and procedures pertaining to personnel and payroll matters. Receives and resolves sensitive and less complex issues.
10%	Originates personnel-related documents and correspondence for the Division and compiles and processes information. Researches information and prepares forms for employee benefit changes (i.e., Flex Elect, Health, Vision, Dental, NDI, Long Term Disability), in accordance with guidelines set forth in the Personnel Management Handbook, Attendance Clerk Handbook, and other resources. Initiates Probation Reports (PRs), Individual Development Plans, emergency cards, separation checklists, Staff Action Requests, and all necessary paperwork for new and separating employees. Tracks Leadership Competency Development Plans for managers, and Merit Salary Adjustments, PRs, and IDPs for all Division employees. Prepares letters, memorandums, and reports with independent judgment. Determines action to be taken on less complex issues/situations or when conformance is requested.
10%	Communicates with both the public and members of the staff in an effective and professional manner. Represents the manager and the office, as a receptionist.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:

High Rise Cubicle Warehouse Outdoors Other:

Civil Service Classification
Management Services Technician

Position Number
280-213-5278-001

Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Group (CPG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	YS	2/12/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file