

DUTY STATEMENT

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| Employee Name: | Position Number: 580-120-9928-001 |
| Classification: Program Technician II | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Recruitment Technician | Work Location: 1615 Capitol Avenue, Sacramento, CA 95814 |
| Collective Bargaining Unit: R04 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Human Resources Division | Branch/Section/Unit: Strategic Talent Management and Development Branch/Recruitment and Examination Section/Recruitment Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting recruitment services to ensure a competent and diverse workforce.

The Program Technician II (PT II) will perform the more difficult program specialist work and support the various functions in the Recruitment Unit. The Unit is responsible for recruitment efforts through job posting, social media, and attending events.

The incumbent works under the general supervision of the Supervisor I (Sup I) of the Recruitment Unit (RU) within the Recruitment and Examination Section of the Human Resources Division (HRD).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Maintains and posts job and examination postings to the Department's Career Opportunities internet page and LinkedIn account. Ensures all job/examination postings are posted timely and that the area is removed once expired. Posts CDPH jobs to external website. Tracks and reports statistics on recruitment efforts. Maintains a mailing distribution list of candidates and uses templates to draft monthly newsletters. Responds to candidate inquiries about the State's hiring process. Assists with the coordination of logistics in preparation for and at recruitment events.
- 30% Develops and maintains recruitment, exams, and workforce planning resources including, but not limited to, website resources, jobs postings, memorandums, bulletins, job vacancy flyers, recruitment handouts, workforce development tools, etc.
- 20% Assists with data collection, development of surveys, and compiling of reports and conducts research for recruitment, exams, and workforce development efforts. The data collected includes, but is not limited to, job vacancies, exit survey results, recruitment source survey results, and candidate interest (e.g., event attendees, job posting performance, etc.). Assists with the development and updating of surveys. Assists with drafting reports including, but not limited to, workforce data, exit survey summary reports, recruitment efforts, etc. Assists the Section with conducting research including, but not limited to, current and historical workforce data, best practices, policies and procedures, identifying new recruitment sources, etc. Assists in preparing responses to audits and requests for information from the California Department of Human Resources (CalHR), the Department of Finance (DOF), and the State Personnel Board (SPB).
- 15% Conducts initial research on recruitment resources for the Unit's review. Assists with providing recruitment consultation services with hiring teams. Assists the Division's Career Center as needed.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required.

I certify this duty statement represents an I have read and understand the duties and

accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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|------------------------|------|----------------------|------|
| Supervisor's Name: | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

HRD Use Only:

Approved By: NW

Date: 01/09/24