

# Duty Statement

## Rank and File

**Section I**

**POSITION INFORMATION**

Print or type.

A. Current Position Number 785-232-5160-xxx	B. Probationary Period/Job Evaluation Period 12 Months	C. Form 700 Filer? No
D. Incumbent Name Personnel Technician I	E. Classification/Job Title Personnel Technician I	F. Date of Hire
G. Unit, Section, Division Personnel Transactions Section, Human Resources Bureau, Management Services Division		H. Location Sacramento
I. Name of Immediate Supervisor/Manager Shevaun Holmes	J. Classification/Title of Immediate Supervisor/Manager Supervisor I	
K. CBID (Bargaining Unit) R01	L. Time Base Full Time	M. Tenure Permanent
N. Work Schedule Monday – Friday	O. Work Hours 8:00 – 5:00	P. Telework 100% In-Office
Q. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	R. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	S. Certification Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Section II**

**JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

Under supervision of the Supervisor I, the Personnel Technician I acts as a general support staff resource and is responsible for handling a variety of technical and administrative tasks related to Personnel Transactions within the Human Resources Bureau (HRB) at the Secretary of State (SOS). The incumbent assists Personnel Transactions staff in providing guidance to employees, attendance coordinators, and all levels of management regarding requirements of civil service law and regulations as it relates to Benefits and Onboarding, Leave Accounting, Probationary Reports, Official Personnel Files, etc. The incumbent is expected to exercise a degree of initiative and independent judgment and must respect and maintain the confidentiality of information acquired in the course of their duties.

The work is performed in an indoor office setting and requires the incumbent to sit, stand and/or walk.

**ESSENTIAL FUNCTIONS**

Percentage	Description of Duty
30%	<p><b>Personnel Transaction Services</b>            Manage incoming inquiries via universal/team emails and the Customer Contact Center, Service Now platform to field questions, prepare general correspondence, and provide technical support. Conduct general research and provide guidance to all levels of staff on current departmental policies and procedures, control agency guidance, and bargaining agreements. Responsible for creating and maintaining Official Personnel Files (OPF) and Timesheet folders, complete all filing and record retention efforts and coordinate and perform OPF reviews, either virtual or onsite, with requestors. Work closely with division Attendance Coordinators to disburse and collect Leave Accounting Balances (LAB), Notice of Personnel Action (NOPA), Merit Salary Adjustments and Alternate Range Change approval slips, and assist analysts with coordinating the monthly attendance coordinator meetings. Provide support ensuring data maintained the Automated Request Tracking System (ARTS) is accurate and up to date. Assist with sending and tracking transfer packets and OPFs between agencies.</p>
30%	<p><b>Benefit Facilitation</b>            Act as point of contact as it relates to benefit (health, dental, vision...etc.) options, premiums, and processes in order to assist employees with form completion and education of benefit enrollments, changes and cancellations. Exercise effective communication skills to prepare and conduct new employee benefit orientation meetings as well as present in the monthly New Employee Orientation. Consult and collaborate with personnel analysts to coordinate the processing of benefit packages between SOS and other agencies to ensure timely processing and follow-up. Maintain and organize onboarding packets, standard forms, and materials up to date. Manage Dependent Re-Verification reminders and form collection per control agency requirements. Prepare necessary correspondence to maintain compliance with COBRA regulations.</p> <p>Work with the Safety and Wellness Section to facilitate the Annual Health and Wellness Fair and assist analysts with annual open enrollment events and efforts.</p>
15%	<p><b>Probation Report and Duty Statement Tracking</b>            Create and maintain a tracking system to ensure timely completion and collection of probation reports and duty statements. Coordinate with hiring supervisors and remind as necessary to ensure timely completion and submission. File original copies in the OPF, audit regularly and report monthly status to HRB management.</p>
15%	<p><b>Administrative Services</b>            Act as the main point of contact for HRB and handle all administrative functions associated to HRB reception and front office/lobby, including answering the HRB main and lobby phone and providing excellent customer service to both internal and external customers. Assist with office supply orders, vendor contracts, and invoice approvals. Manage and maintain incoming/outgoing mail.</p>

**MARGINAL FUNCTIONS**

Percentage	Description of Duty
10%	<b>Human Resources</b> Support other human resources projects that have departmental or statewide impact; participate in human resource statewide teams and network/forum organizations, as needed; stay up to date on technical personnel matters and related laws, rules and regulations; other duties as required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

**Section III EMPLOYEE/SUPERVISOR STATEMENT**

**EMPLOYEE'S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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**SUPERVISOR'S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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# Duty Statement

## Rank and File

**Section I**

**POSITION INFORMATION**

Print or type.

A. Current Position Number <b>785-232-1139-xxx</b>	B. Probationary Period/Job Evaluation Period <b>6 Months</b>	C. Form 700 Filer? <b>No</b>
D. Incumbent Name <b>Office Technician (Typing)</b>		
E. Classification/Job Title <b>Office Technician (Typing)</b>		F. Date of Hire
G. Unit, Section, Division <b>Personnel Transactions Section, Human Resources Bureau, Management Services Division</b>		H. Location <b>Sacramento</b>
I. Name of Immediate Supervisor/Manager <b>Shevaun Holmes</b>		J. Classification/Title of Immediate Supervisor/Manager <b>Supervisor I</b>
K. CBID (Bargaining Unit) <b>R04</b>	L. Time Base <b>Full Time</b>	M. Tenure <b>Permanent</b>
N. Work Schedule <b>Monday – Friday</b>	O. Work Hours <b>8:00 – 5:00</b>	P. Telework <b>100% In-Office</b>
Q. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	R. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	S. Certification Required <input checked="" type="checkbox"/> Yes <b>Typing</b> <input type="checkbox"/> No

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