

DUTY STATEMENT
 SO-92 (EST. 12/2025)

<input checked="" type="checkbox"/>	Current
<input type="checkbox"/>	Proposed

Classification / Working Title Personnel Technician I	Employee Name
Position Number 014-003-5160-003	Supervisor Name / Classification Mark Schafer / Supervisor II
Division / Branch / Unit Administrative Services / Human Resources Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time

Physical CDFA Headquarters Location
 1220 N Street, Sacramento, CA 95814

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:

The Human Resources Branch (HRB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) personnel management to include classification analysis, performance management, examinations, labor relations, training, and disability management. The HRB also provides personnel services and support for California's District Agricultural Associations (DAAs).

Position Identification:

Under supervision of the Supervisor II, the Personnel Technician I will perform subsidiary work of average difficulty and provide assistance to the HRB. 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 in completing and prioritizing assignments and meeting required deadlines; maintain confidentiality.

The incumbent is expected to read and understand all forms of basic instruction; correspondence; forms and notices; communicate effectively in person, by telephone and electronic mail; and effectively utilize a desktop computer and software including Microsoft (MS) Word, Excel, Access, and Adobe Acrobat Professional.

Special Requirements:

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| <input type="checkbox"/> Conflict of Interest Filer (Form 700) | <input type="checkbox"/> California Driver's License |
| <input type="checkbox"/> Medical Clearance | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required | <input type="checkbox"/> Field Work: ____% |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____ |
- Telework (TW) Eligible:** The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

Essential Functions:	
40%	<p>Requests for Personnel Action (RPA), ECOS, and Job Posting Support</p> <ul style="list-style-type: none"> • Monitor Request for Personnel Action (RPA) email inbox for incoming packages, log requests received and create recruitment folder on internal drive. • Create Job Control (JC), job postings, and advertise vacant positions on the CalCareers website to establish applicant pools. • Prepare job announcements for department-wide email distribution to inform CDFA employees of opportunities. • Review applications submitted through the Exam and Cert Online System (ECOS) to ensure instructions were followed and submission requirements were met. • Download and reveal applications for hiring managers and/or personnel liaisons. • Work within ECOS to assist Classification and Pay (C&P) Analyst in identifying and resolving problems related to the JC, certification list, and/or published postings. • File and maintain RPA packages by fiscal year in accordance with records-retention requirements.
30%	<p>Administrative and Clerical Support</p> <ul style="list-style-type: none"> • Provide administrative and clerical support for the unit's billing, invoicing, contract, and purchase order processes; duties include but are not limited to collecting and organizing required documentation, reviewing forms for accuracy, entering information into departmental tracking systems, and routing materials for appropriate review and approval. • Provide clerical support to the HRB by receiving, logging, and tracking a variety of personnel-related documents. • Prepare and submit supply order requests to ensure adequate materials and resources are available to support branch operations. • Assist with monitoring due dates, following up on outstanding items, maintaining orderly electronic and physical files, and communicating with staff and vendors to resolve basic discrepancies. • Prepare folders using MS Word for electronic filing, organization, and retention • Prepare address labels for envelopes for mailing; prepare certified, regular, and overnight mail. Contact FedEx directly when mail needs shipment. • Maintain office supplies and paper; keep supply room clean and organized. • Serve as back-up HRB Receptionist to ensure coverage during business hours, as needed. • Serve as primary or backup Attendance Clerk. Review and verify timesheets (STD 634) for completeness; reconcile any leave discrepancies by using the Leave Account Balance (LAB) Report and California Accounting System (CLAS); work with the Personnel Specialist to ensure STD. 634s are submitted timely.
25%	<p>Eligibility Verification and Examination Support</p> <ul style="list-style-type: none"> • Gather applications and accompanying documents from JCs in ECOS for review. Work with personnel analysts to ensure all required application documentation is submitted. • Review and verify credentials (education, typing certificates, etc.) and required documentation, to ensure candidates for open JCs meet the minimum qualifications for appointment; verify accreditation of foreign and domestic college transcripts and degrees. • Collaborate with the personnel analyst by collecting all documentation necessary for withhold, prepare draft notice and the Minimum Qualifications Withhold Determination Worksheet, CalHR 272 form for approval.

STATE OF CALIFORNIA
 DEPARTMENT OF FOOD AND AGRICULTURE
 HUMAN RESOURCES BRANCH
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	<ul style="list-style-type: none"> • Perform technical examination functions including scheduling examinations, securing test sites, and notifying candidates of examinations. • Review exam applications and identify key components for Exam Analyst review. • Prepare various exam correspondence including announcements, notices, final result letters, etc. for distribution. • Collaborate and work with Exam Analysts on Job Analyses by obtaining necessary background information such as classification specifications, preparing notices for distribution to individuals participating in the Job Analysis, and maintaining Job Analysis records. 	
Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
<p>Work Environment and Equipment Used: Duties of this position are primarily conducted indoors. The HRB has cubicle offices furnished with modular office equipment including overhead storage, filing drawers, and bins. Each staff member will be assigned a laptop computer with email and various software and a cell phone to conduct the required duties. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.</p> <p>This position is located in the HRB and is privileged with access to confidential information. The employee acknowledges that sensitive and/or confidential information is not to be discussed, copied, or shared with unauthorized personnel outside of HRB.</p> <p>Travel by State vehicle or other public transportation systems to various locations throughout the State may be required on an occasional basis.</p>		
<p>Employee Certification</p> <p>This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.</p> <p>I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.</p> <p>I have read the duty statement and discussed the duties with my supervisor.</p>		
Employee Name (Print)	Signature	Date
<p>Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.</p>		
Supervisor Name (Print)	Signature	Date

CC: Employee
 Official Personnel File
 Supervisor's Drop File