

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5161-XXX				
UNIT NAME AND CITY LOCATED Employment and Outreach Unit, Examination and Certification Services, Elk Grove	CLASSIFICATION TITLE Personnel Technician II (Specialist)				
	WORKING TITLE Selection and Certification Technician				
	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive Elk Grove - Headquarters				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Examination and Certification Services Supervisor (Supervisor I), the Personnel Technician II (Specialist) performs the more complex technical personnel duties in support of the CCHCS' certification and hiring processes, administering the use and maintenance of the department's civil service eligible list and access to the California Department of Human Resources' (CalHR) service wide eligible lists for executive, clinical, professional, and general occupational job classifications, may serve in a lead capacity to Personnel Technicians in the performance of technical and clerical personnel duties; and independently interprets and applies a wide variety of State Personnel Board (SPB) laws, rules, regulations, and CCHCS policies and processes in the performance of the various certification functions.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS**30%**

Order and process requests for certifications from eligible lists; maintain and update candidate pools of eligible candidates for use by headquarters, regional, and institutional staff; independently assemble and analyze certification and eligible list data for use by headquarters, region, and institution analysts and managers for a variety of purposes; coordinate logistic and administrative facets of the certification process; prepare related correspondence; assist in resolving certification administration problems; and may act as lead person to other Certification Unit Personnel Technicians.

20%	Communicate with headquarters, regional, and institutional staff regarding a wide variety of complex topics related to the certification process and the hiring of individuals from candidate pools; analyze and interpret certification rules, procedures, and other relevant information utilizing resource materials such as the Selection Manual and SPB laws and rules; advise headquarters, regional, and institutional analysts and managers to help resolve complex, technical certification problems; advises departmental and institutional staff on current certification and related personnel principles and practices; maintain certification documentation and filing system.
20%	Provide training, technical guidance, and assistance to headquarters, regional, and institutional staff regarding CalHR's Examination and Certification Online System (ECOS); identify and provide information on laws and rules relative to the certification process; assist in resolving certification and online system problems; provide information to examination candidates regarding list eligibility after testing; make changes to online system as requested by candidates for address, location, or tenure/time base changes, when needed.
15%	Analyze applicants' experience and education from State Applications, resumes, and/or Statement of Qualifications, using the appropriate classification specifications, Selection Manual guidelines, and procedures; utilize resource materials such as the Selection Manual, SPB laws and rules, and the internet to conduct research; contact candidates to verify additional information or for clarification of experience and/education to ensure minimum qualifications (MQs) for the less complex classification are met; process withholds from certification; prepare, including preparing Notice of MQ reviews and permanent withhold correspondence.
10%	Test CCHCS online self-certifying (Hodes/Cegid) examinations to ensure accuracy and proper functionality. Download candidates' examination data from Hodes/Cegid and enter data into ECOS; create and edit candidate communications; respond to inquiries, either by phone or email, from the public, personnel staff, or CCHCS employees; other duties as required. Occasional travel may be necessary to assist the Examination Services Section analyst with conducting meetings with the subject matter experts at institutions/facilities throughout California, or to attend training.
5%	May travel to the institutions to assist with recruitment events and training.
<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Grammar, spelling, punctuation, and modern English usage; and examining and personnel principles and practices.</p> <p><i>Ability to:</i> Interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence; and accept increasing responsibility for accuracy and thoroughness in performance of tasks; work effectively with others in both professional and clerical occupational groups; skill in analytical evaluations.</p> <p>DESIRABLE QUALIFICATIONS Ability to accept increasing responsibility for accuracy and thoroughness in performance of tasks; work effectively with others in both professional and clerical occupational groups; skill in analytical evaluations; open-minded; flexible; tactful; energetic; creative; positive; self-motivated; conscientious; dependable; Excellent customer service skills; strong written and verbal communication skills.</p> <p>Knowledge of: examining and personnel principles and practices of Government Codes pertaining to the State civil service merit system in order to effectively perform personnel program functions</p>	

	<p>relating to exam processing; the selection process including rules, policies, and procedures relating to exam processing; office practices and procedures, including the use of personal computers and other office equipment to effectively perform duties; record keeping techniques (e.g., logs, flow charts, statistics, tracking systems) to ensure information is current, accurate, and readily available.</p> <p>Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.</p> <p>OTHER DOMAINS N/A</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PHYSICAL CHARACTERISTICS N/A</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. • Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. 	
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>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, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5160-XXX				
UNIT NAME AND CITY LOCATED Employment and Outreach Unit, Examination and Certification Services, Elk Grove	CLASSIFICATION TITLE Personnel Technician I				
	WORKING TITLE Selection and Certification Technician				
	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove CA				
INCUMBENT (If known)	EFFECTIVE DATE				

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PRIMARY DOMAIN:

Under the supervision of the Selection and Certification Services Supervisor (Supervisor I), the Personnel Technician I performs technical personnel duties in support of the CCHCS certification and hiring processes, administering the use and maintenance of the department's civil service eligible list and access to the California Department of Human Resource's (CalHR) service wide eligible lists for executive, clinical, professional, and general occupational job classifications. Interprets and applies a wide variety of State Personnel Board (SPB) laws, rules, and regulations, and CCHCS policies and processes in the performance of the various certification functions.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

30%	Order and process requests for certifications from eligible lists; maintain and update candidate pools of eligible candidates for use by headquarters, regional, and institutional staff; assemble and analyze certification and eligible list data for use by headquarters, region, and institution analysts and managers for a variety of purposes; coordinate logistic and administrative facets of the certification process; prepare related correspondence; and assist in resolving certification administration problems.
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20%	Communicate with headquarters, regional, and institutional staff regarding less complex topics
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	<p>related to the certification process and the hiring of individuals from candidate pools; analyze and interpret certification rules, procedures, and other relevant information utilizing resource materials such as the Selection Manual and SPB laws and rules; advise headquarters, regional, and institutional analysts and managers to help resolve less complex, technical certification problems; advises departmental and institutional staff on current certification and related personnel principles and practices; maintain certification documentation and filing system.</p> <p>20% Provide training, technical guidance, and assistance to headquarters, regional, and institutional staff regarding CalHR's Examination and Certification Online System (ECOS); identify and provide information on laws and rules relative to the certification process; assist in resolving certification and online system problems; provide information to examination candidates regarding list eligibility after testing; make changes to online system as requested by candidates for address, location, or tenure/time base changes, when needed.</p> <p>15% With assistance or guidance, analyze applicants' experience and education from State Applications, resumes, and/or Statement of Qualifications, using the appropriate classification specifications, Selection Manual guidelines, and procedures; utilize resource materials such as the Selection Manual, SPB laws and rules, and the internet to conduct research; contact candidates to verify additional information or for clarification of experience and/education to ensure minimum qualifications (MQs) for the least complex classifications are met; process withhold from certification; prepare, including preparing Notice of MQ reviews and permanent withhold correspondence.</p> <p>10% Test CCHCS online self-certifying (Hodes/Cegid) examinations to ensure accuracy and proper functionality. Download candidates' examination data from CCHCS' online testing system (Hodes) and enter data into ECOS; create and edit candidate communications; respond to inquiries, either by phone or email, from the public, personnel staff, or CCHCS employees; other duties as required.</p> <p>5% May travel to the institutions to assist with recruitment events and training.</p>
	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Grammar, spelling, punctuation, and modern English usage.</p> <p><i>Ability to:</i> Interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence.</p> <p>DESIRABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.</p> <p>OTHER DOMAINS N/A</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PHYSICAL CHARACTERISTICS N/A</p>

<p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. • Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. 		
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