



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 05/28/26	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-1139-001	
BUREAU/UNIT Human Resources		CLASS TITLE Office Technician (Typing)	CBID R04
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Manager II (Bureau Chief), the Office Technician (Typing) performs a variety of complex clerical duties associated with the Commission on Peace Officer Standards and Training (POST) Human Resources (HR). Routinely, this position has access to confidential information and requires detailed and sensitive contact with employees.			
% 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 additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
25%	Coordinates with hiring supervisors/managers to secure interview dates, times, location, and panel members; formats and proofreads interview questions; schedules applicants for interviews; prepares interview packages for hiring supervisors/managers; sends recruitment related correspondence; including interview scoring summaries; collects, organizes, and files documents for recruitment folders.		
20%	Receives, logs, tracks, and files performance appraisals, probationary reports, individual development plans, employee self-assessments, duty statements, and required standard state forms; monitors, maintains, and performs data entry in Performance Appraisal databases; sends annual review and probation emails on a monthly and an as-needed basis regarding performance appraisal due dates; updates and reviews Appraisal Due Date Summary Sheets for Executive Management; reviews/edits employee duty statements for the annual review process and forwards to recruitment analysts for approval; receives, logs, tracks, and files mandatory training certificates; manages the Mandatory Training database; sends mandatory training recertification request emails on an as-needed basis.		
20%	Screens phone, email, and in-person inquiries for the HR office; answers general employee questions regarding employment, recruitment, payroll, benefits, required forms, and other inquiries pertaining to HR; directs specialized personnel inquiries to the appropriate staff member for assistance.		
10%	Collects and distributes all incoming and outgoing mail including packages from the State Controller's Office and Official Personnel Files (OPFs); drafts miscellaneous documents and correspondence; files miscellaneous benefits and other HR related documents; orders supplies for the HR office when necessary.		
10%	Establishes OPFs, training files, and other HR related files; creates Welcome Packages and monitors materials to ensure currency with State and Federal laws and regulations and control agency policies and directives; in accordance with California's Records Management Program, purges appropriate HR documents and files; orders and posts required State and Federal employee notices in high-traffic areas of POST.		

10%	Maintains the electronic duty statement folders and duty statement binders; maintains the POST Signature Authorization binder, routes memos for signature and files in binder; maintains the Alternate Work Week Schedule Agreement binder and Emergency Contacts binder; tracks annual updates to the Authorization to Use Privately Owned Vehicles on State Business form (Std. 200); updates and reviews departmental birthday listing.
5%	NON-ESSENTIAL FUNCTIONS Provides clerical assistance to HR analysts and managers; performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento, Ca. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require and medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i> <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i> <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i> <i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE