



# Duty Statement

Classification: **Office Technician (Typing)**

Position Number: **275-330-1139-027**

HCM#: **1378**

Branch/Section: **Human Resources Division, Talent Acquisition, Selection Services Unit**

Location: **Sacramento, CA**

Working Title: **Selection Services Technician**

Effective Date: **July 1, 2026**

Collective Bargaining Identifier (CBID): **R04**

Supervision Exercised:  Yes  No

Telework:  **Office-Centered**  **Remote-Centered**  **Not Eligible**

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions. The HRSD is also responsible for enterprise learning and development, engagement, wellness, and career services and outreach. The Selection Services Unit (SSU) is responsible for administering the hiring and selection process, which consists of examination and recruiting.

Under general direction of the Supervisor I, SSU, the Office Technician (Typing) is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. This position is responsible for providing a variety of general office work, including, but not limited to:

## Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

30%      Onsite<sup>1</sup> and virtually, using Examination and Certification Online System (ECOS) and other specific external websites, completes data fields and posts advertisements and examination announcements for the department. Some of these websites include, but are not limited to, Indeed, LinkedIn, CalCareers, CalWorks, several college sites nationwide, and other online job/examination related advertisements. Scans paper applications for exams and job postings

dropped off in-person or by mail and uploads them to the electronic folders and/or ECOS. Reviews application packages in ECOS, redacts confidential information, codes the applications as completed, incomplete, SROA, CalWORKS, etc. as appropriate for each Job Control, and updates and maintains the application tracking spreadsheet used by SSU to assist team members in releasing applications to hiring managers.

Onsite and virtually, independently reviews job postings in ECOS and sends daily e-mail through Outlook to the enterprise listing all new job postings. Works closely with SSU and the Executive and Investment Recruitment Unit (EIR) to keep open communication on any late postings. Maintains and updates recruitment tracking logs, monthly hire records and vacancy reports using Excel spreadsheets.

25% Onsite and virtually, provides assistance to the general public regarding the selection process, application and recruitment status, and basic trouble shooting of the state's ECOS. Independently responds to both written and telephone inquiry requests from the public through the recruitment email inbox, myHR, SSU phone line, and mail; and makes referrals to the appropriate SSU team member for additional information when needed. Reviews, prioritizes, and directs all correspondence. Processes outgoing and incoming mail by scanning in and/or distributing to the appropriate team members. Processes hand carried documents and ensures delivery to the appropriate team member. Operates office machines, such as photocopiers, scanners, facsimile machines, voice mail systems, and personal computers. Trains new support team members for back-up coverage.

15% Onsite and virtually, assists the HRSD Human Resource Liaison with preparing interview materials for panel members and candidates, scheduling interviews for HSRD, utilizing Outlook, for in-person or virtual interviews via Zoom, and proctoring interviews for HRSD by administering pre/post-interview assessments, as needed.

Onsite and virtually, schedules monthly SSU team meetings using Outlook to reserve dates and rooms and maintains facilitator and note taker schedule. Acts as the team member note taker upon request. Maintains schedule for meetings and forums such as Ad Hoc, Exams Supervisors' Forum, State Recruiters, etc. and sends a reminder to those attending prior to the event. Maintains updated contact information such as team roster, team schedule, etc. Develops and maintains procedures and desk manual for assigned roles and responsibilities.

10% Onsite and virtually, creates, maintains, and organizes electronic and physical filing systems for SSU including recruitments, examinations, job analyses, etc. Ensures all files are retained and purged as required by the HRSD retention schedule. Coordinates file archiving with the Operations Support Services Division (OSSD) to deliver to the Department of General Services and tracks the transfer list and date of pick up. Receives and reviews requests to destruct archived files from OSSD, approving destruction only if all files have passed the retention date, updates the Recruitment Tracking Spreadsheet with the destruct date. Receives requests to retrieve archived files, locates requested file, requests file from archive or travels to the archive location to retrieve file when necessary, delivers file to the requester, and coordinates the files return when no longer needed.

10% Onsite and virtually, serves as back-up customer support for the administrative roles in SSU for specific programs such as ECOS, STAR, SharePoint, and other similar programs. Assists and backs-up team members when preparing to administer trainings, interviews,

examinations, and meetings. This may consist of preparing documents and setting up room reservations with Colliers or the event planning unit. Types correspondence, examination materials, templates, etc. as needed. Uses ECOS, PeopleSoft HCM, STAR, SharePoint, Word, Excel, Outlook, online websites, and other programs to assist the team.

10%

Onsite and virtually, organizes and maintains supply cabinet for SSU, ordering supplies as needed for common items. Works with all levels of team members and leaders in the Talent Acquisition Section to request a list of needed supplies, assists with finding items if needed, creates and routes order supply for review and approval with the required Funding Approval Form, receives and takes inventory of supply order, and distributes supplies to the appropriate team members.

Onsite and virtually, provides clerical support for the whole Talent Acquisition Section as needed. Serves as back-up for the HRSD front desk reception to provide customer service over the phone and in-person, administrative, and clerical support as needed. Participates in discussions and makes recommendations to improve and LEAN processes. Other duties and special projects as assigned.

### **Working Conditions**

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

### **Conduct, Attendance and Performance Expectations**

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name (Print):**

**Employee Signature:** \_\_\_\_\_

**Date:**

I certify that the above accurately represent the duties of the position.

**Supervisor Signature:** \_\_\_\_\_

**Date:**