



DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Management Services Technician	Working Title: Classification and Hiring Technician								
Position Number: 006-176-5278-703	CBID: R01								
Work Week Group: 2	Work Hours: TBD								
Command/Directorate/Unit: J1/State Personnel/Classification & Pay	Physical Work Location: 10601 Bear Hollow Dr., Rancho Cordova, CA 95670								
Supervisor Name: Ashley Johnson	Supervisor Classification/Rank: Supervisor I								
Current Incumbent: Vacant	Effective Date: TBD								
Position Requirements: <table border="0"><tr><td>☐ Conflict of Interest Filer (Form 700)</td><td>☐ Travel to Multiple Locations</td></tr><tr><td>☐ California Driver's License</td><td>☐ Occasional Travel</td></tr><tr><td>☐ Class A ☐ Class B ☐ Class C</td><td>☐ Other (Specify): _____</td></tr><tr><td>☐ Class C w/Endorsement: _____</td><td></td></tr></table>		☐ Conflict of Interest Filer (Form 700)	☐ Travel to Multiple Locations	☐ California Driver's License	☐ Occasional Travel	☐ Class A ☐ Class B ☐ Class C	☐ Other (Specify): _____	☐ Class C w/Endorsement: _____	
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
Position Identification: Under the direction of the Supervisor I, the Management Services Technician performs a variety of less technical administrative tasks in support of the Classification & Pay (C&P) Unit and State Personnel (SP). Responsibilities include composing, editing, and processing documents and applications; maintaining records and personnel files; tracking and following up on personnel actions; and assisting with scheduling, meetings, and recruitment activities. The position also provides receptionist backup support.									
Essential Functions:									
50%	Classification and Pay - Performs certification activities using the California Department of Human Resources (CalHR) Examination and Certification Online System (ECOS) including; drafting job controls, ECOS; coding certification lists based on employment applications received; hiring actions; sending correspondence. - Process applications upon job control close. Reviews application packages for completeness and compliance with established submission requirements, including redaction of personal information and verification of required documents. Identifies applications that fail to meet published submission requirements and refers them for appropriate review and disposition; type candidates' information on the appropriate application screening excel sheet approved for the next phase. Notifies the appropriate C&P Analyst when applications are prepared for release. - Maintains and monitors the general C&P inbox; reviews, prioritizes, and distributes incoming correspondence and documentation to the appropriate analyst or designated personnel; responds to routine inquiries; and tracks items to ensure timely follow-up and resolution. - Reviews Form 900-22, Position Action Request packages for completeness, ensuring required signatures, duty statements, organizational charts, and job announcement documents, when applicable, are included; logs and distributes packages to the appropriate C&P Analyst.								

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	- Logs, routes, and tracks C&P-related personnel actions, including Request for Personnel Action (RPA) packages, probationary reports, salary adjustments (e.g., Merit Salary Adjustments and Alternate Range changes), 120 Requests, Out-of-Class Assignments, Promotion-in-Place requests, Pay Differentials, and Training and Development Assignments; monitors status and follows up to ensure timely processing. - Scans and uploads hard copy applications into the California Department of Human Resources (CalHR) Examination and Certification Online System (ECOS); ensures documents are associated with the appropriate job control. Assists analysts with scanning, filing, and organizing electronic and hard copy C&P materials. - Schedules meetings and interviews; reserves conference rooms; and prepares interview materials for SP recruitments, including interview question binders, panel packets, door signage, and required forms (e.g., nepotism and authorization to release information). - Provides technical support to Classification & Pay Analysts by compiling and organizing information related to classification reviews, minimum qualification evaluations, salary actions, desk audits, and personnel transactions. Final determinations and recommendations are made by the assigned analyst or management.
30%	State Personnel Support: - Receives, reviews, logs, and tracks all SP folders using the SharePoint tracking system including but not limited to Manpower and Personnel Advisory Council (MPAC), Position Action Request (900-22), Personnel Action folders (900-10), correspondence, reports, and policy documents routed through management channels. - Enters and maintains detailed records in the SharePoint folder tracking system; establishes and monitors suspense dates to ensure timely processing. Conducts follow-up as necessary to obtain required information, ensure compliance with deadlines, and maintain workflow continuity. - Ensures required State Civil Service (SCS) documentation is copied and forwarded to the Payroll, Benefits and Leave unit in accordance with established procedures. - Assists with preparing and processing supply and equipment requests using the Fi\$Cal system. Responsible for maintaining printers, supply and file room and keeping it fully stocked. Contact necessary parties for any necessary printer repairs. - Creates, reviews, and maintains C&P documentation for accuracy and completeness in compliance with regulations, ensuring accurate scanning and filing. Compiles information from various sources to support projects and uses tools like Adobe Acrobat Pro, Excel, Word, and SharePoint to complete tasks efficiently.
15%	Receptionist and Back-up Support: Provides backup support to the Office Technician (Typing) during absences, meetings, lunch periods, or peak workload to ensure continuity of operations. Performs assigned duties consistent with the classification, which may include assisting with document processing, data tracking, filing systems, correspondence preparation, and basic fiscal or personnel support functions.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Arithmetic, spelling, grammar, punctuation, and modern English usage.	
Skills: N/A	
Ability to: Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; use good work habits such as punctuality, skill, neatness and dependability; make satisfactory progress in a prescribed training program; interpret written material; edit written material; write effectively; analyze written and numerical data accurately; make clear, concise oral presentations.	

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Required Qualifications: N/A		
Desirable Qualifications: • Knowledge of office procedures, filing systems, and records management, including experience maintaining confidential personnel records. • Proficiency in Microsoft Office applications (Word, Excel, Outlook) and electronic document management systems such as SharePoint or CalHR ECOS. • Ability to compose, proofread, and edit correspondence, reports, and other written materials with accuracy and attention to detail. • Strong organizational skills with the ability to prioritize multiple tasks, track deadlines, and follow through on assignments independently. • Ability to interact frequently with staff, management, and service members in person, by telephone, and via email. • Ability to work in a fast-paced environment requiring attention to detail, multi-tasking, and adherence to deadlines while handling confidential and sensitive personnel and payroll information in accordance with privacy and security guidelines.		
Work Environment: • Primarily office-based with regular use of computers, telephones, and standard office equipment.		
Physical/Mental Abilities: • Ability to sit or stand for extended periods while performing clerical and administrative tasks. • Occasional lifting or moving of office supplies, files, and equipment up to 20 pounds. • Requires physical mobility, including reaching, turning, kneeling, and bending to access files, equipment and storage areas.		
Equipment Used: • Telephone, computer, keyboard, fax machine, copy machine, printers, and other office equipment as needed.		
Employee Certification: 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. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, 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 performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date