

DUTY STATEMENT



☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Personnel Technician I		WORKING TITLE Employment Services Technician		
PROGRAM NAME Office of Administrative Services			UNIT NAME Human Resources	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400 – 107-5160-017	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under supervision of the Supervisor I for the Examination Unit within the Human Resources Office (HRO), the Personnel Technician I (PT I) performs technical personnel tasks in support of recruitment efforts undertaken by Divisions and programs throughout the Department of Industrial Relations (DIR). The PT I will provide assistance to the Classification and Selection (C&S) team by creating and maintaining job postings; ordering, coding, and clearing of certification lists; and releasing job applications to hiring managers utilizing the Exam and Online Cert System (ECOS).

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30%	Reviews job opportunity bulletin requests submitted by programs for completeness and compliance with DIR procedures. Creates and publishes the job opportunity bulletins on-line by keying all required information in the California Department of Human Resources (CalHR) ECOS. Posts to other recruitment platforms as requested. Ensures that postings are accurate, grammatically correct, and contain the appropriate recruitment language. Communicates the status of job postings to the applicable C&S staff and program liaisons and follows up as needed. Creates and maintains job opportunity folders for all recruitments. Updates Salesforce to include job bulletin information.
30%	Orders applicable certification list or appropriate certifications lists as needed. Codes certification lists in accordance with CalHR certification procedures. Determines candidate eligibility by reviewing applications against the certification list for the recruitments. Accurately completes a notification memorandum or other reference documents to program managers to identify the eligible candidate pool, including SROA, Re-employments, reinstatements, potential transfers, and individuals not eligible for appointment. Communicates with program liaisons and the C&S team regarding candidate eligibility and releases applications to hiring managers. Establishes, maintains, and files all certifications distributed, cleared, and/or canceled, as well employment inquiry letters for audit purposes. Updates the status of certification lists on Salesforce. Consults with CalHR's ECOS consultant on job posting and certification matters as needed.

DUTY STATEMENT



15%	Reviews applicable personnel laws, rules, regulations, and best practices in order to develop and issue correspondence to internal and external parties as appropriate. Assists potential candidates, DIR employees, and the public by telephone, in-person, and/or in writing regarding the application process and procedures, including, but not limited to, list eligibility, updating of personal information on ECOS, transfer of list eligibility, and utilizing ECOS profiles.
10%	Collects data and generates reports and correspondence for management. Runs various reports, including weekly vacancy reports for DIR managers and executive staff using a variety of data sources, including Salesforce. Assists in automation projects designed to improve operational efficiencies. Trains and updates personnel on necessary ECOS and Salesforce functionality. Ensures training is consistent with DIR, CalHR, and State Personnel Board policies, procedures, and guidelines.
10%	Assists hiring managers with scheduling, facilitating, and proctoring interviews. Contacts potential candidates for scheduling interviews, provides follow-up communication to confirm interview(s) scheduled, and serves as a point of contact for interviewees. Facilitates interview process by collecting necessary documents and information for the interviews, and provides that information to hiring panel members. Assists with proctoring any written portion of an interview.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other job-related duties as assigned, including serving as a back-up for support staff to answer the Human Resources mainline telephone; maintaining the general recruitment and certification in-box; assisting with mail distribution; and performing other related duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to DIR policies and procedures.

The PT I works closely with the Supervisor I and other C&S team members. The PT I must develop and maintain good working relationships with all levels of staff and Division clients, as well as members of the public. It is the PT I's responsibility to keep the supervisor and other staff appropriately informed of issues, problems, trends, activities, and progress on assignments. The work product must be accurate, complete, timely, and in accordance with CalHR rules and guidelines. Confidentiality and security must be maintained.

Supervision Received

The incumbent works under supervision of the Supervisor I for the Examination Unit. The incumbent may also receive assignments from the Supervisor II, Manager I, and/ or Chief, Human Resources Office.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional

DUTY STATEMENT



Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent will work in an air conditioned, high-rise office building with natural and artificial lighting. The incumbent will work in a cubicle in close proximity to others.

Special Requirements/Other Information

None.

Physical Abilities

Being in a stationary position for long periods of time. Prolonged use of a computer for extended periods of time. The incumbent will utilize standard office equipment (telephone, copier, scanner).

Additional Requirements/Expectations

None.

Personal Contacts

The incumbent will have daily contact with all levels of Departmental personnel. The incumbent will have frequent interaction with applicants and the public. Further, the incumbent will occasionally interact with staff from other state agencies, including Cal HR.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

 JV
C&S Analyst Initials

12/30/2025
Approval Date