

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Program Technician III	<i>Lead Technical Coder</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-307-9929-008
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Employment & Payroll Group/Employer Classification Unit	Gigi Carpio
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Labor Market Information	Supervising Program Technician III
BRANCH:	REVISION DATE:
Labor Data and Compliance Branch	1/12/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional travel may be required for meetings, training, or conferences.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Supervising Program Technician III, the lead technical coder serves as a team leader for six to eight Program Technicians who assign six digit industry codes using the federal North American Industry Classification System (NAICS), county codes, Metropolitan Statistical Area location codes, and private or government ownership type codes through the initial registration (DE1) or annual re-certification processes known as the Annual Refile Survey (ARS). The Program Technician III ensures that staff follows and upholds federal laws and procedures governing coding assignments set by the Department of Labor's Bureau of Labor Statistics (BLS). The incumbent provides extensive hands-on training to staff on the federal rules to coding industry data as well as updating program changes and maintaining procedures for all journey level coders. The incumbent also assists employers in reporting required NAICS coding data in a timely manner. The Lead Technical Coder is responsible for the most sensitive and complex business coding situations, including DE 4350 coding determinations; setting up new single accounts for conversion to Multiple Worksite Reports and overseeing that proper coding laws and procedures are followed. The incumbent serves as	

liaison for NAICS coding processes to other groups within the Division, the Department, and the BLS, including the investigation regarding questions or issues received from other groups or sections, and will resolve these issues.

Additionally, the incumbent updates and provides status reports to the editing supervisor and Group management team on the status of all NAICS coding, work completion, and pending multiple account activations; provides production levels and deadlines, as well as monitor that the data entry and coding/editing is done in a timely manner to meet BLS contract deliverables for each quarter.

Percentage of Duties	Essential Functions
35%	Interprets and applies Federal and State Unemployment Insurance (UI) covered laws and regulations pertaining to employment, wages and industry reporting. Provides technical direction and guidance on the most sensitive and complex issues for technical and professional staff concerning the Quarterly Census of Employment and Wages (QCEW) system. Serves as a point of contact for technical staff to help with the more difficult industry coding issues within the QCEW units. Resolves the most sensitive and complex industry coding predecessor/successor linkages. Serves as a backup support to coders when there are staff shortages. Adjusts workflow to ensure the completion of all coding/edits and data entry into the operating system in a timely manner to meet the BLS deliverables for each quarter. Serves as a team leader for a medium sized team of coders that are assigned to industry code all of the employers covered under the UI program laws.
25%	Provides extensive detailed technical training to new coding staff members within the group. Trains on all aspects of coding including key entry, micro editing, breakouts, tie downs, and transfers of ownership. Provides up-to-date information about system enhancements to all journey level coders, editors, and analysts in the QCEW program. Provides guidance on the most sensitive and complex coding/editing issues for staff concerning coding.
15%	Answers inquiries from internal and external customers concerning coding forms, explaining the purpose for the data collection, penalties, instructions, and helps determine a course of action for employers to follow in complying with federal and state regulations. Responds to inquiries from professional staff both inside and outside of the Division concerning programming employment, wages, industry, and compliance regulations. Handles sensitive communications with employers or other public agencies concerning NAICS coding data discrepancies.
15%	Serves as NAICS liaison to other units or groups within the Division and informs them of changes that will take effect. Investigates and resolves all inquiries received from other groups or sections in a timely manner including DE 4350 code reviews.
5%	Provides unit leadership by meeting with management and staff regularly to foster communication on changes in the program as well as identify ideas to improve the current system. Helps evaluate program curriculum and training materials for future hires. Attends BLS conferences to collect new information and to promote California's QCEW program.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

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Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Telework		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name: Gigi Carpio		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	JMB	8/18/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

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- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file