

☐ Current ☒ Proposed

Classification Title Student Assistant	Division/Unit Personnel Management Division
Working Title Records & Information Management Assistant	HQ Designation CalHR Sacramento
Position Number 363-600-4870-XXX	Date Prepared 08/19/2026
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under close supervision and in a learner capacity, the Student Assistant (SA) performs pre-professional work in support of the Personnel Management Division. The SA participates in structured projects designed to provide practical experience related to the student's college curriculum, academic goals, and career interests while supporting PMD's personnel management programs and organizational objectives.

The SA's primary assignment will support a records and information management project involving the review, organization, consolidation, and improvement of PMD's electronic and physical reference materials. Through this assignment, the SA will gain practical experience in records and information management, business processes, data and information organization, technology-supported workflows, and state government operations.

The SA is expected to perform assignments with reasonable speed and accuracy, attention to detail; appropriately safeguard confidential and sensitive information; follow established policies, procedures, and instructions; communicate professionally; and work collaboratively with PMD staff and other stakeholders. Assignments will be developmental in nature and performed under close supervision and guidance.

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
50%	O/V	Records and Information Management In a learner capacity, review, categorize, organize, and consolidate physical and electronic subject files using established criteria, naming conventions, and file structures. Assist with creating and maintaining centralized reference materials in SharePoint and other approved locations. Identify duplicate, outdated, or inconsistently maintained materials for review and assist with records retention activities.
30%	O/V	Research and Project Support Conduct basic research, gather and organize information, and assist with PMD projects related to personnel management, records management, and business processes. Use Microsoft 365 applications and other approved technology to prepare tracking tools, summaries, reference materials, and other project deliverables.
15%	O	Program and Administrative Support Assist with activities that support assigned PMD projects and provide exposure to personnel management operations. Participate in meetings; prepare meeting notes and project updates; maintain project files and tracking information; and perform limited filing, scanning, proofreading, and other administrative tasks related to assigned projects.
Percentage	(O) / (V)	Marginal Job Duties
5%	O/V	Other Related Duties Perform other developmental and short-term assignments in support of PMD management and staff, consistent with the Student Assistant classification and the student's academic and professional development.

Supervision Received

The SA receives close supervision and will report to and receive assignments from a team lead within the PMD. However, direction and assignments may also come from the Chief of the PMD or Chief Deputy Director.

Supervision Exercised

Not applicable.

Special Requirements/Desirable Qualifications

Describe any other requirements necessary to perform the job such as: desirable qualifications/experience (e.g. time management, dependability, specific schedule).

- Interest in public administration, human resources, business administration, organizational management, information management, records management, information technology, or a related field of study.
- Ability to learn and apply established policies, procedures, and instructions.
- Strong organizational skills and attention to detail.
- Ability to review, categorize, and organize information accurately and consistently.

- Effective written and verbal communication skills.
- Ability to manage assigned tasks and meet established deadlines.
- Ability to use or learn Microsoft 365 applications, including Word, Excel, Outlook, Teams, and SharePoint.
- Ability to exercise discretion when handling confidential or sensitive information.
- Dependability, professionalism, initiative, and a willingness to learn.
- Ability to work collaboratively and provide professional, service-oriented support.
- CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate.

Incumbents must have the ability to remain in a stationary position, consistent with office work, for extended periods of time. Ability to access and use a personal laptop, office equipment, and/or telephone system daily.

The position may occasionally require bending, stooping, reaching, and moving or transporting files, records, office materials, or similar items consistent with the essential functions of the position. Must also be able to move large items (i.e. boxes of paper, large deliveries) weighing up to 40 lbs.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance

Employees must maintain regular, predictable and consistent attendance, as determined solely by the Department and agreed upon based on SA’s school schedule. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Name	Date