



Duty Statement

Classification: **Office Technician (Typing)**

Position Number: **275-330-1139-022**

HCM#: **1509**

Branch/Section: **Human Resources Division, HR Strategic Solutions Section, Support & Administrative Services Unit**

Location: **Sacramento, CA**

Working Title: **Human Resources Administrative Technician**

Effective Date: **September 14, 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) and the State Controller's Office (SCO), the Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions.

Under the general direction of the Supervisor I, Support & Administrative Services (SAS) Unit, the position provides advanced clerical and front-counter support for the Human Resources Division. The incumbent assists team members and the public by answering calls, routing requests, processing mail, maintaining files and records, preparing documents and correspondence, and supporting badges, supplies, and other administrative processes. The role also helps coordinate office procedures and supports team members with routine operational tasks and special assignments.

Essential Functions

Regular and consistent attendance in the office five 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.

35% Onsite¹, serves as the HRSD front counter receptionist by greeting visitors, answering and screening HRSD calls, referring requests to the appropriate unit, and providing basic information on HRSD programs, forms, and publications; Receives, sorts, prioritizes, and distributes correspondence, documents, and mail; date and routes incoming mail; prepares outgoing mail and hand delivered documents for delivery; and trains new support team

members on phone triage and customer-assistance procedures for back-up coverage; Logs and electronically files incoming invoices.

- 30% Onsite, provides clerical support to the SAS Unit by completing online Card Access Request Forms (CARFs), submitting name sign requests to Operations Support Services Division (OSSD), coordinating badge pickup and delivery, maintaining ink cartridges and toner inventory, submitting eProcurement requests for office supplies, subscriptions, printing, publications, Length of Service and Retirement awards and receiving and distributing office supplies; routes HRSD contract documents for leadership review and approval, maintains contract file according to the SAS Administrative file guide, picks up and distributes checks within HRSD, prepares and formats documents, desk manuals, and office procedures as assigned, and assigns memo numbers according to the HRSD Memo Policy.
- 20% Onsite, maintains and organizes documents related to Official Personnel Files (OPF) and assists with OPF reviews in person, by phone and by email. Uses electronic tracking systems to assign, track, and reconcile Department of General Services "blue cards" and temporary access badges; coordinates record-related projects, including badge audit, cabinet audit and record maintenance, according to the Records Retention Schedule, and updates Outlook distribution lists for executive leadership, senior leadership, division chiefs and team leaders.
- 5% Onsite, replenishes office equipment supplies by stocking copiers and printers with paper, toner cartridges and other consumables and reports issues to the division's PC Contact.
- 5% Onsite, coordinates travel arrangements for team leaders attending conferences, including reservations, itineraries, and related documentation, in accordance with CalPERS travel procedures.
- 5% Onsite, serves as back-up for Division Furniture Contact by submitting IMPAK requests for temperature concerns, interior door problems, and storage cabinet swaps, etc. Performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position works onsite at the Sacramento, CA -Headquarters five weekdays.
- Office setting

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:**