

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Administration Division/C&R Unit			
2. Enterprise/Unit: HR/Classification and Recruitment (C&R) Unit			
3. Classification Title: Office Technician (Typing)			
4. Working Title: Classification and Recruitment (C&R) Tech			
5. Position Number (Agency-Unit-Class-Serial): 063-043-1139-802	6. CBID: R04	7. WWG: 2 (Non-Exempt)	8. Working County: Sacramento
9. Tenure: Permanent		10. Time Base: Full-Time	
11. License Requirement: N/A - Not Applicable		12. Endorsement Requirement: None	
13. Retirement Category: Industrial		14. Work Schedule: 8:00AM - 5:00PM	
15. Incumbent Name (If known): Vacant		15a. Effective Date: October 5, 2026	
16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under close supervision of the Classification and Recruitment Supervisor I, the Office Technician provides clerical support and assists the Classification and Recruitment Unit with various tasks and duties. This position is required to utilize various programs and data bases and serves as a backup to the front reception desk, providing customer service as needed.			
17. Percentage (%) of time performing duties: 35%	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first. <u>ESSENTIAL FUNCTIONS</u> On a daily basis, checks all currently posted jobs in the Exam and Cert Online System (ECOS) and redacts all confidential information from applications. Monitors all Job Controls (JCs) Statewide and reveals redacted application documents in ECOS to the hiring managers. Uploads and redacts applications received via mail to appropriate JC in ECOS. Monitor and update excel spreadsheet which tracks all of CALCTRA's JCs. Monitors shared email boxes, responding to inquires concerning job postings. May assist applicant pool as jobs near final filing date to identify additional recruitment efforts needed and report to the Recruitment analyst. Assists hiring managers with questions related to JC status and assists with ECOS functions. <i>(Essential Functions Continued on Page 2)</i>		

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	<u>ESSENTIAL FUNCTIONS</u> 25% Master Organization Charts: Via Visio, update all CALCTRA organizational charts each month utilizing position control report in Salesforce and excel org chart log to capture all employee and position movement. Maintain org chart log. Identify and communicate org chart concerns to C&R analysts and/or management. 20% Clerical Support: Create interview packages for hiring managers and panel members, respond in a timely manner to applicants or hiring managers regarding job inquiries, maintain multiple electronic filing systems and logs. Act as a back up to the Human Resources front desk. Assist HR managers in compiling data. Review mail received and take appropriate action. Oversee multiple HR email inboxes and distribute emails received accordingly. 10% ECOS Coordinator: As the Department's ECOS Coordinator, provide access to ECOS, answers technical and access questions, participates in annual compliance and review and tracking of user agreements. Collaborate with Staff Development to ensure staff have completed necessary training prior to granting access. Monitor ECOS inbox and provide appropriate timely response or forward email to appropriate personnel. 5% Stay up to date on all mandatory training, some training may occur off-site. Provides backup in all areas of Human Resources as necessary. <i>(Marginal Functions on Page 3)</i>

DUTY STATEMENT

17. Percentage (%) of time performing duties: 5%	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first. <u>MARGINAL FUNCTIONS</u> Assist the HR Manager or HR supervisors with special projects. Perform other job related duties. <i>(Expectations & Requirements on Page 4)</i>
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ADDITIONAL EXPECTATIONS

All Human Resources staff will uphold the integrity of the unit by ensuring compliance with all related rules and regulations. Staff will adhere at all times to the utmost confidentiality of all information processed and maintained within the unit. May be required to occasionally travel off-site for training.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Jennifer Smith	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: JS 09/15/2026		