

## POSITION STATEMENT

| 1. POSITION INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
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| CIVIL SERVICE CLASSIFICATION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WORKING TITLE:                     |
| Program Technician I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Industrial Technical Coder         |
| NAME OF INCUMBENT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POSITION NUMBER:                   |
| <i>Click here to enter text.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 280-307-9927-xxx                   |
| OFFICE/SECTION/UNIT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SUPERVISOR'S NAME:                 |
| EPG/Employer Classification Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Gigi Carpio                        |
| DIVISION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SUPERVISOR'S CLASSIFICATION:       |
| Labor Market Information Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Supervising Program Technician III |
| BRANCH:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | REVISION DATE:                     |
| Labor Data and Compliance Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1/12/2026                          |
| <b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |
| 2. REQUIREMENTS OF POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |
| <b>Check all that apply:</b><br><div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required<br/> <input type="checkbox"/> May be Required to Work in Multiple Locations<br/> <input type="checkbox"/> Requires DMV Pull Notice<br/> <input checked="" type="checkbox"/> Travel May be Required         </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment<br/> <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check<br/> <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)<br/> <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                |                                    |
| <b>Description of Position Requirements:</b><br>(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)<br>Occasional travel may be required for meetings, trainings, and conferences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |
| <b>Summary Statement:</b><br>(Briefly describe the position's organizational setting and major functions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |
| <p>Under close supervision of a Supervising Program Technician III, the incumbent will assign county location, ownership and North American Industry Classification System (NAICS) codes to employers registering with the Employment Development Department using the Bureau of Labor Statistics (BLS) coding rules, guidelines and reference materials. The incumbent's duties will include reviewing new employer registrations (DE-1s) using Info Image to verify employer physical location addresses and to determine and assign:</p> <ul style="list-style-type: none"> <li>NAICS codes</li> <li>County codes</li> <li>Ownership codes</li> </ul> <p>In addition, the technician will process incoming Bureau of Labor Statistics (BLS) Industry Verification Statement forms (BLS 3023 series forms) data submitted by employers responding to the Annual Refile Survey. Processing involves the verification and correction of employer customer calls from within the department, business account records, including changes in their physical location addresses, industrial activity, and ownership codes. Coding information and</p> |                                    |

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| corrections will be entered into the QUEST database. The technician will perform as a contact person for the non-classified annual survey; resolve coding issues; answer telephone inquiries from employers concerning NAICS information as well as from other internal and external customers.                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Percentage of Duties</b>                                                                                                                                                                                                                                                                                                                    | <b>Essential Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 40%                                                                                                                                                                                                                                                                                                                                            | Reviews, determines, and assigns NAICS, County, and Ownership codes to new employer accounts from initial registration forms via Info Image, non-classified account surveys (NCA) and Accounting & Compliance Enterprise System (ACES) listings following the BLS coding guidelines and reference materials, then enters information directly into QUEST system.                                                                                                 |
| 35%                                                                                                                                                                                                                                                                                                                                            | Processes Industry Verification (BLS 3023) forms used in conducting the Annual Refile Survey. Performs detailed review and verification of data submitted on the BLS 3023 forms, contacts employers by telephone or in writing to resolve questionable coding issues, makes needed code corrections to NAICS, County, and Ownership codes following BLS coding guidelines, then enters the information into the Annual Refile System (ARS) via the QUEST system. |
| 10%                                                                                                                                                                                                                                                                                                                                            | Assists Quarterly Census of Employment and Wage (QCEW) staff with other classification issues and answers questions from employers concerning coding and Annual Refile Survey processes.                                                                                                                                                                                                                                                                         |
| 10%                                                                                                                                                                                                                                                                                                                                            | Makes/answers telephone calls to/from employers to obtain questionable and/or delinquent data. Answers telephone calls to explain inquiries concerning the methods of data collection, penalties, instructions, and assists in determining a course of action for employers to follow in complying with State and Federal regulations; responds to inquiries from internal and external customers concerning program processes.                                  |
| <b>Percentage of Duties</b>                                                                                                                                                                                                                                                                                                                    | <b>Marginal Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5%                                                                                                                                                                                                                                                                                                                                             | Performs other duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Standing: Occasionally - activity occurs < 33%                                                                                                                                                                                                                                                                                                 | Sitting: Frequently - activity occurs 33% to 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>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Type of Environment:</b><br><input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Other: Telework                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Interaction with Customers:</b><br><input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter<br><input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person<br><input type="checkbox"/> Other: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Civil Service Classification**  
Program Technician I

**Position Number**  
280-307-9927-xxx

**5. SUPERVISION EXERCISED:**

(List total per each classification of staff)

None

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

*Click here to enter text.*

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY**

**Classification & Pay Group (CPG) Approval**

☒ Duties meet class specification and allocation guidelines.

CPG Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

JMB

10/20/2026

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

*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.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- 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