

DUTY STATEMENT☒ **CURRENT**☒ **PROPOSED**

RPA Number:	Classification/CBID: Personnel Technician I, (Team 1)/ R01	Position Number: 810-260-5160-003
Incumbent Name:	Working Title:	Effective Date: 10/1/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Administrative Services / Human Resources	Branch/Section/Unit: Classification & Recruitment	Reporting Location: Headquarters
Supervisor's Name: Phang Xiong	Supervisor's Classification: Supervisor I	Position Telework Eligible: ☐ YES ☒ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☐ YES ☒ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the supervision of the Supervisor I, the Personnel Technician I is responsible for the performance of all the support functions relating to the administration of hiring, recruitment, outreach efforts of the Classification and Recruitment (C&R) Team 1 and serves as back to the HR receptionist performing support functions for the Human Resources Office (HRO). Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

45%	<u>Job Posting & Examination and Certification Online System (ECOS)</u> Works with and supports the C&R analysts in the preparation of vacancy announcements including advertising on CalCareer. Prepares job advertisements for vacancies based on duty statements and special requirements utilizing the Examination and Certification Online System (ECOS), sends department-wide email
-----	--

	to all DTSC staff announcing job posting and other outreach resources. Creates and orders certification lists and Employment Inquiry Letters; maintains, clears and codes Cert lists; and coordinates requests for appropriate lists from other departments. Maintains eligibility lists and records. Pulls, prints, and reviews State Applications received in ECOS. Keeps certification/hiring files neat and in orderly manner. Maintains and updates the Request for Personnel Action (RPA) tracker to ensure job posting related actions are tracked in Smartsheet and attention details when updating information.
40%	<u>Recruitment Support & Correspondence</u> Maintains selection/appointment materials, prepares and mails and/or electronically sends out contact correspondence, and documents and ensures completeness of the hiring file. Ensure appointment documents are authorized and approved accordingly. Send out notification letters to candidates that were interviewed and not selected. Monitor C&R email inboxes and responds to inquiries regarding job vacancies/opportunities and examinations from candidates. Assists with the planning, coordinating and administering a variety of examinations and recruitment efforts. Reviews hiring documents for completeness for DTSC positions. Assist the C&R team with minimum qualification, eligibility verification, A01 checks, drafting and sending conditional offer letters and ensuring all required pre-employment documents are received for final minimum qualification and eligibility check.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.
Marginal Functions (Including percentage of time):	
10%	<u>HR Office Support</u> Performs administrative office support duties including, but not limited to: serving as back up to the HR receptionist (front desk), as well as the Personnel Technician I (Team 2); updating vital records as received in accordance with Records Retention Schedule; minor purchasing or procurement of office supplies; scheduling meetings; arranging for conference rooms; maintaining copiers, printers, and other office equipment; preparing and submitting requests for equipment (e.g. telephone, computer) set-ups, scanning and filling of RPAs and signed duty statements. Assists with mail activities for the HR office.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.	

This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	☐ YES	☐ NO
---	------------------------------	-----------------------------

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: PX Date Approved: 10/13/2026

Revision Date (if applicable): Click or tap to enter a date.