DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-210-5161-804
UNIT NAME AND CITY LOCATED Employment and Outreach Unit, Executive Recruitment and Selection, Elk Grove	CLASSIFICATION TITLE Personnel Technician II (Specialist) WORKING TITLE Personnel Technician

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove CA
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Supervisor II, Executive Recruitment and Selection, the incumbent supports and assists the Analysts I/II/III and Supervisor I (Specialist) in the examination, recruitment, and hiring process for executive level classifications within California Correctional Health Care Services. Independently interprets and applies a wide variety of personnel laws, rules, policies, and processes. The Personnel Technician II (Specialist) performs the more complex functions for the Executive Recruitment and Selection Unit.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Assists in the more complex administration/completion of the examination, recruitment, and hiring process for executive level classifications (e.g., Career Executive Assignment, Chief Executive Officer, Receiver's Medical Executive, Receiver's Nurse Executive); reviews applications for education and experience; coordinates logistic and administrative facets of the examination and interview scheduling and assists in resolving scheduling conflicts. Interprets and applies a wide variety of personnel laws, rules, policies and processes in the performance of examination functions. Assists in processing out-of-class assignments and pay increases for executive level classifications. Updates and distributes executive contact listing to appropriate staff on a monthly basis. May act as a lead to other technicians in the unit.

30%	Maintains files (e.g., examination, recruitment, out-of-class, hire); purges and stores documents to maintain files utilizing the State Personnel Board retention schedule. Provides support to the Executive Recruitment and Selection staff by screening incoming calls and referring inquiries to the appropriate Analyst I/II; sort and file incoming applications, mail various correspondence, etc.
20%	Advises headquarters, regional offices, and correctional institutions Human Resources' staff of employees' appointments, salary increases, changes in tenure, etc.; provides assistance to headquarters, regional offices, and correctional institutions to resolve complex, technical problems.
10%	Reviews applications and eligibility forms for accuracy and completeness prior to establishment of list eligibility. Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Grammar, spelling, punctuation, modern English usage, examining and personnel principles and practices.

Ability to: Interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence. Accept increasing responsibility for accuracy and thoroughness in performance of tasks; work effectively with others in both professional and clerical occupational groups; skill in analytical evaluations.

DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.

Interpersonal Skills: Work independently in a team setting. Excellent communication skills.

OTHER DOMAINS

N/A

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position may be reasonably expected to exert up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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