SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA/647#- -	EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services, Human Resources Division	POSITION NUMBER (Agency - Unit - Class - Serial) 042-210-5160-VAR
UNIT NAME AND CITY LOCATED HR Personnel Services, Employment & Outreach, Selection Services, Sacramento	CLASS TITLE Personnel Technician I (Specialist)
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Long Leaf Drive, Elk Grove
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direction of the Personnel Technician II (Supervisor), the incumbent performs technical personnel duties in support of the department's certification processes and program, administering the use and maintenance of the department's civil service eligible list and access to the California Department of Human Resource's service wide eligible lists for executive, clinical, professional, and general occupational job classifications.

% 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 additional sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Orders and processes requests for certifications from eligible lists; maintains and updates candidate pools of eligible candidates for use by departmental and institutional staff; independently assembles and analyzes certification and eligible list data for use by the department and institution' analysts and managers for a variety of purposes; coordinates logistic and administrative facets of the certification process; prepares related correspondence; assists in resolving certification administration problems.
35%	Communicates with departmental and institutional staff regarding a wide variety of topics related to the certification process and the hiring of individuals from candidate pools; advises departmental and institutional analysts and managers to help resolve complex, technical certification problems; advises departmental and institutional/ staff on current certification and related personnel principles and practices; maintains certification documentation and filing system.
20%	Provides training, technical guidance, and assistance to departmental and institutional staff regarding the on-line certification system identifies and provides information on laws and rules relative to the certification process; and assists in resolving certification and on-line system problems; provides information to examination candidates regarding list eligibility after testing; makes changes to the on-line system as requested by candidates for address, location, or tenure/timebase changes when needed
15%	Researches and processes requests for use of appropriate eligible lists; reviews applications and eligibility forms for accuracy and completeness prior to establishment of list eligibility and processes requests for withholds from certification and flags for restriction of appointments. Folds and stuff envelopes in the preparation of certification communication to eligible candidates.

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RPA/647- -

% 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 additional sheet if necessary)*

KNOWLEDGE AND ABILITIES

Knowledge of: General knowledge of Government Code provisions governing the State civil service merit system in order to effectively perform personnel program functions relating to certification processing. Basic knowledge of the selection process including rules, policies and procedures relating to exam processing and certification of list eligibles. General knowledge of office practices and procedures including the use of personal computers, and other office equipment to effectively perform duties. Basic knowledge of record keeping techniques (i.e., logs, flow chart, statistics, tracking system, etc.) to ensure current and accurate information to effectively perform personnel program functions relating to certification processing. Basic knowledge of grammar principles (i.e., proper sentence structure, spelling, punctuation, etc.) to provide written response to inquiries.

Ability to: Exercise tact and good judgment to respond effectively to a variety of contacts from the public and departmental employees.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

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

Additional Desirable Qualifications: Communicate effectively to establish and maintain good working relationships. Provide technical support for the certification process (i.e., interpret and apply laws, rules, policies and procedures, etc.) to effectively perform personnel program functions. Analyze situations accurately in order to determine and implement an effective course of action. Organize and prioritize workload and develop effective work methods to process work timely and accurately. Operate various types of office equipment (e.g., personal computers, , copiers, fax machines, etc.) used to perform /certification processing functions. Perform basic arithmetic computations (i.e., addition, subtraction, multiplication or division).

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to exert up to 25 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects (e.g., files, documents, boxes or exam materials). Duties are performed sitting at desk and on computer most of the time, but may involve walking or standing for brief periods of time.

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