

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Osby)

CLASSIFICATION:

Personnel Technician II (Specialist)

POSITION NUMBER:

800-691-5161-002

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Human Resource Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Personnel Bureau/Classification &amp; Pay Unit III

SUPERVISOR'S NAME:

Jessica Cooper

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. *(Explain below)* NoneOther *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*: None

Supervisor

Lead Person

Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None

Total number of positions for which this position is responsible: 0

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers, and supervisors to select, hire, develop and maintain the best professional workforce in state service.

Pool Hiring is the opportunity for hiring managers to collaborate as a panel to recruit for each of their vacant positions with one job announcement. Although CDSS is a large department that has many different programs, our positions work under the same core mission, and some positions require the same foundational skills, abilities, and serve similar functions throughout these programs. In the Pool Hiring process, candidates can apply for several positions from one job posting. The pool hiring system was adopted to provide the Department a more efficient and effective way of hiring, while simultaneously filling multiple positions.

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**CONCEPT OF POSITION:**

Under direction of the Staff Services Manager (SSM) I, in the Classification & Pay Unit III, the Personnel Technician II (PT II) provides office support to the Personnel Bureau, as required. Typical duties include assisting with pool hiring recruitments, classification and certification recruitments; working in the Exam and Certification Online System (ECOS) to upload and download applications, redact, and release applications, and search for list eligibility. The PT II will make public documents American Disability Act (ADA) accessible and will photocopy, scan, and file documents. Other duties include maintaining subject matter electronic files and documentation; and creating resource material binders. This position requires the ability to handle the more complex assignments.

A. RESPONSIBILITIES OF POSITION:

ESSENTIAL

- 40 % Creates job controls and assists analysts in the preparation of job bulletins utilizing the ECOS and distributes job bulletins via email; Assists analysts with pulling certification lists and sending contact letters; redacts confidential information from job application packages such as applications, resumes, transcripts, etc. Scans and uploads hard copy applications and related documents into ECOS and reveals and releases applications from ECOS to hiring managers. Sends appropriate notices to inform managers of release of applications; assists analyst in preparing electronic folders and downloads applications for preparation of minimum qualifications review. Applies rules and regulations pertaining to Pool Hiring and Classification and Certification related issues.
- 30 % Conducts the more complex research and analysis of Minimum Qualifications (MQs) for eligibility of applicants ensuring eligibility for job applicants utilizing classification specifications and other minimum qualifications tools; contacts applicants to request additional information. Assists the Pool Hiring Unit with mail and document handling; Receives and screens incoming inquiry calls/emails regarding job applications and processes and makes appropriate referrals to the Pool Hiring Unit team or responds appropriately; independently responds to requests for information as appropriate and directs them to the appropriate Pool Hiring Unit team member for additional information. Serves as the Accessible Document Representative for the Pool Hiring Unit to ensure all electronic documents are accessible.
- 15% Supports team members when preparing to administer trainings, conduct interviews and facilitate meetings such as preparing documents, scheduling meetings, and setting up room reservations and technical equipment, completes forms related to Pool Hiring and emails them to hiring managers. Acts as the note taker for meetings, upon request. Maintains and orders supplies and equipment for the Pool Hiring Unit. Assists in the creation, updating and assembly of pool hiring participation outreach within the department. Responsible for Pool Hiring Unit key files, and records management; maintains internal filing systems in accordance with records retention guidelines. Ensures each file is complete and that filing methodology is updated and organized for efficiency. In accordance with established document archiving and destruction processes, purges old files to ensure compliance with statewide records retention requirements. Copies, scans, uploads, and files various documents both manually and electronically and maintains hard copy files.
- 10% Conducts peer reviews of material; prepares spreadsheets, correspondence, forms, notices of results and other correspondence for Pool Hiring Unit. Assist with creating and updating Pool Hiring Procedures. Serves as a back-up to other Personnel Technician IIs in the Classification and Certification Units and serves as backup customer support (Human Resources, front counter); operates office machines, such as photocopiers, scanners, facsimile machines, voice mail systems and personal computers.

Non-Essential

- 5% May be assigned to other projects as needed. Performs other duties as assigned by manager.

A. SUPERVISION RECEIVED:

Supervision is provided by the SSM I, in the Classification & Pay Unit III, the Personnel Technician II (Specialist) is required to be proactive and resourceful in completing assignments. The incumbent must also exercise good judgment and maintain confidentiality due to the sensitivity of documents that will be handled.

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B. ADMINISTRATIVE RESPONSIBILITY:

None.

C. PERSONAL CONTACTS:

The Personnel Technician II (Specialist) has contact with a wide variety of departmental employees.

D. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive, confidential material and disclosing information to contacts could result in information being released to unauthorized persons in violation of the Government Code. This can cause risk to the Department and delays in the processing of bureau documents.

E. OTHER INFORMATION:

The incumbent must have excellent interpersonal communication skills and organizational skills; must be flexible and work well under pressure and must be dependable and adhere to their assigned work schedule.