

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Personnel Technician I</b>		WORKING TITLE <b>Personnel Technician</b>	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>02</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### Knowledge of:

- Grammar
- Spelling
- Punctuation
- Modern English usage

#### 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

### Desirable Qualifications

- Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.
- Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.

## Statement of Position

Under the supervision of a Staff Services Manager I, the Personnel Technician II (PT II) performs subsidiary work of average difficulty in personnel management functions, in the Examination and Recruitment Section. The incumbent assists with the department's examination and recruitment program in accordance with the 1978 Federal Uniform Guidelines on Employee Selection Procedures (UGSEP).

Candidate must be able to perform the following essential job functions (\*) with or without reasonable accommodation

PERCENTAGE OF TIME SPENT	DUTIES
55%*	Administer assigned exams. Develop exam bulletins and related exam material from previously administered exams and State Personnel Board (SPB) guidelines; develop exam schedules for testing; schedule and make arrangements for written tests, performance tests and/or oral interviews using SPB's automated system; ensure materials, supplies, and equipment are available at test sites; coordinate and set up locations for examinations and interviews; prepare letters to competitors explaining exam disqualifications; score exams; prepare informational lists, notify competitors of exam results; and assist in resolving exam scheduling problems; review applications for a broad variety of classes to determine if applicants meet minimum qualifications, ensure applications are received within appropriate time constraints.
20%	Assist in the resolution of problems relating to application review, rescheduling of candidates, and completion and return of supervisor/employee evaluations; respond to inquires from candidates via correspondence, telephone or in person relating to exam procedures, eligible lists, and exam processing; interpret civil service laws, rules, and procedures pertaining to exams; write letters regarding testing, employment opportunities; maintain exam files; proctor or arrange for a proctor to administer written exams and performance tests.
10%	Act as backup to support staff in answering unit telephone calls; opening and sorting mail, distributing exam bulletins and in responding to routine correspondence. Act as back up to the other technician.
10%	Identify examination consultants and assists in the construction of test questions; review questions for clarity, job relatedness of questions, grammatical structure, rating criteria, and completeness of all required information; secure State Services Representatives (SSR's), chairpersons, proctors and committee members as needed.
5%	Other duties as required.

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE

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HRD Approved KW 5/6/11