

State of California

MEMORANDUM

Date: January 22, 1991  
Reference Code: 91-03

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

From: Department of Personnel Administration  
Classification and Compensation Division

Subject: Establishment of the Personnel Selection Technician Series

Attached is a copy of a State Personnel Board classification item and series specification for a newly established series entitled Personnel Selection Technician which was adopted at the January 8-9, 1991, State Personnel Board meeting.

The establishment of this series provides departments with a servicewide classification series to use within their selection programs. The working level class is established to perform duties associated with application review and coding, written test and interview scheduling, test audit functions, certification construction and maintenance, and other examination processing duties. The supervisory class should be used when the subordinate staff size numbers from 3 to 5 subordinates.

It is anticipated that departments will begin to utilize the classes within this series as vacancies occur and correct allocation of duties may be made. If you have any questions regarding the use of the new series, please contact your Classification and Compensation Division analyst.

  
Sadako Fujiwara  
Section Manager

TO: STATE PERSONNEL BOARD

FROM: MARIE M. POWELL, Assistant Section Manager  
Classification and Compensation Division

REVIEWED BY: SADAKO FUJIWARA, Section Manager  
Classification and Compensation Division

SUBJECT: Proposed establishment of a classification series entitled Personnel Selection Technician which will include the deep class Personnel Selection Technician, Ranges A and B, and Supervising Personnel Selection Technician; proposed 12-month probationary period for each class; proposed application of Alternate Range Criteria 70; and proposed reallocation of incumbents to the appropriate class and range.

SUMMARY OF ISSUES:

The Employment Development Department, on behalf of six other departments participating in the Program Technician Taskforce, proposes establishment of a new series to be used on a servicewide basis to perform selection-related duties. These duties are currently being performed by incumbents in the Program Technician Trainee (General), Program Technician I (Personnel Services), Supervising Program Technician I (Personnel Services) and other classes. The proposed new series will consist of an entry/training, working level class entitled Personnel Selection Technician, Range A and B, and a supervisory class entitled Supervising Personnel Selection Technician; both classes will be established with 12-month probationary periods. Incumbents in the Program Technician Trainee (General) class who are currently performing selection-related duties will be split-off to the new Personnel Selection Technician, Range A class; incumbents in the Program Technician I (Personnel Services) and the Supervising Program Technician I (Personnel Services) classes will be split-off to the Personnel Selection Technician, Range B and Supervising Personnel Selection Technician classes respectively.

CONSULTED WITH:

LINDA BOERLIN, Department of Personnel Administration  
JOANNE CARRASCO, Employment Development Department  
RICHARD SNEED, Department of Corrections  
DONNA MAC KENZIE, California Highway Patrol  
GLORIA REESE, Department of Education  
GLENN GODDARD, State Personnel Board  
MARTY CROMWELL, Department of Transportation  
BEULAH DAVENPORT, Department of the Youth Authority  
CARL HEPPLER, California State Supervisors  
BILL SWEENEY, California State Employees' Association

In accordance with the terms of the DPA/CSEA contract, DPA has notified the CSEA in writing of the proposed action.

**BACKGROUND:**

In September 1980, the State Personnel Board established the classes Program Technician I (Personnel Services) and Supervising Program Technician I (Personnel Services) to perform the processing and supervisory duties associated with the Board's selection program. These duties included application review, certification, test audit, records and seniority, examination scheduling, and other related duties, and required the interpretation of a variety of personnel-related laws, rules and policies promulgated by the Board. The Board also used the training class Program Technician Trainee (General) which was already in existence as the entry/training level to this parenthetical series.

Beginning in 1987, the Board began decentralization of selection-related functions to departments. By July 1, 1989, this decentralization was virtually completed with the final responsibility for a majority of service-wide examinations turned over to departments. During this period of decentralization, a number of departments requested, and received approval, to use the Board's Program Technician classes; however, the majority of departments did not do so, and continue to utilize a wide variety of clerical, technical, and analytical classes to perform selection-related duties.

**CLASSIFICATION CONSIDERATIONS:**Need for New Classes

It has been determined that multidepartmental use of the Program Technician (Personnel Services) classes is inappropriate, as the Program Technician concept dictates that such classes be used for departmental specific programs. The Program Technician (Personnel Services) specification states the intended use of these classes is to be within the Selection Program and Services, and the Policy and Standards Division, of the State Personnel Board. The need for servicewide classes to perform duties which were previously performed exclusively by the State Personnel Board (and met the concept of the Program Technician series) has prompted the Taskforce to propose establishment of a series of classes to perform the duties assumed under the decentralization of selection functions. The establishment of this servicewide series reflects the current duties being performed by incumbents, and will allow all departments, including the State Personnel Board, to appropriately allocate positions performing technical examination processing duties.

Personnel Selection Technician

It is proposed that the Personnel Selection Technician class be established as a deep class. Ranges A and B represent the entry, training and journey level concepts respectively. Incumbents, upon entry into the class, will learn the applicable laws, rules and departmental policies relative to examination and certification processes; review and process technical documents; access resources; and locate and disseminate accurate information about examination processing and certification to the general public, as well as departmental

employees. Incumbents will also learn to use a variety of automated systems and equipment and are expected to progress toward independence. Incumbents must be able to respond to complex interpretations of law, rule, policy and procedures and are expected to consistently exercise a high degree of initiative, independence and good judgement in the performance of assigned duties. Incumbents determine correct processing procedures; review and process technical forms, records and reports; gather information; reference technical resource material; and respond to a variety of complex and difficult situations involving the public and departmental employees.

As proposed, this class meets the criteria for the establishment of a deep class in that promotion to the highest level in the deep class is virtually automatic and a single test of fitness may be used for the levels included in the deep class. Incumbents will, as trainees, perform increasingly difficult duties in examination processing and certification programs. At the full working level, incumbents will perform the full range of examining and certification duties having sensitive public contact and requiring substantial knowledge of the selection program and specific testing components.

It is anticipated that, typically, incumbents will be appointed to Range A of the class, then move to Range B after 12 months of experience at Range A. These proposed criteria are reflected in Alternate Range Criteria #70.

Minimum Qualifications proposed for this class are the same as are currently established for the Program Technician I (Personnel Services) class, and include six months as an Office Assistant, Range B, or one year of clerical experience. Academic education above the 12th grade may be substituted for the one year of experience on a variety of bases.

It is proposed that this class be established with a 12-month probationary period. This evaluation period meets current criteria generally applied to deep classes, and will allow sufficient time for incumbents to learn all phases of work required by the jobs.

#### Supervising Personnel Selection Technician

This class is proposed as the working supervisor over lower level incumbents in this series. Incumbents are required to possess a thorough and detailed knowledge of applicable laws, rules, regulations and policies relative to selection, as well as the principles of effective supervision. As a working supervisor, incumbents train new employees, plan, organize and direct the work of three-to-five staff comprised of Personnel Selection Technicians and other clerical staff, perform the most complex examining work, and address the most sensitive public contact issues.

Minimum Qualifications for this class are proposed as one year performing the duties of a Personnel Selection Technician, Range B. This period of time will be sufficient to allow full understanding of technical matters and familiarity with the structure and work processes at the lower level.

The 12-month probationary period proposed for this class meets criteria for supervisory classes and will allow incumbents adequate time to learn the variety of advanced technical and supervisory skills required for satisfactory performance.

#### EMPLOYEE STATUS CONSIDERATIONS:

It is proposed to move all present incumbents in the Program Technician Trainee, Program Technician I (Personnel Services) and Supervising Program Technician I (Personnel Services) classes who are performing selection-related duties into the appropriate class and range by split-off.

There are a limited number of positions in the Program Technician I (Personnel Services) and Supervising Program Technician I (Personnel Services) classes within the Department of Personnel Administration whose incumbents perform service and seniority computation who will not be impacted by this proposal. The department anticipates establishment of a departmental series of classes in the near future. As it is unknown if additional positions in this program will be required before the establishment of the new classes, it is not proposed to add Footnote 24 to the Program Technician classes; however, Modified Classification Review delegation will be withdrawn.

#### RECOMMENDATIONS:

1. That the following classes be established; the proposed specification for these classes appearing in the Personnel Selection Technician series specification shown in the current calendar be adopted; and the probationary periods for the classes be as specified below:

<u>Class</u>	<u>Probationary Period</u>
Personnel Selection Technician	12 months
Supervising Personnel Selection Technician	12 months

2. That the provisions of Alternate Range Criteria #70 be used to determine movement from Range A to Range B of the class of Personnel Selection Technician.
3. That the following resolution be adopted:

WHEREAS the State Personnel Board on \_\_\_\_\_ established the classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column I: Therefore be it

RESOLVED, That any person with civil service status in the classes indicated below in Column I on \_\_\_\_\_ holding a position or who within a period of 12 months accepts a position which is classified as performing the duties of one of the corresponding classes indicated in Column II shall be deemed to have the same civil service status in the corresponding classes indicated in Column II without further examination, and be it further

RESOLVED, That any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the classes indicated in Column II until such lists are abolished, exhausted, or superseded by lists for the classes indicated in Column II, and persons on any existing reemployment lists for the classes indicated in Column II until expiration of their eligibility on the reemployment lists for the classes indicated in Column I.

Column IColumn II

Program Technician Trainee

Personnel Selection Technician  
(Range A)Program Technician I  
(Personnel Services)Personnel Selection Technician  
(Range B)Supervising Program  
Technician I (Personnel  
Services)Supervising Personnel Selection  
Technician

5. WHEREAS State Personnel Board Rule 431 states, "Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons"; and

WHEREAS in establishing the new class of Personnel Selection Technician, the Board does not wish to change or disrupt the discretionary movement of employees to or from the various levels within the class: Therefore be it

RESOLVED, That each salary range in the class of Personnel Selection Technician may be used individually as if each represented the salary range of a separate class to make salary comparisons for discretionary actions between the class of Personnel Selection Technician and other classes; and be it further

RESOLVED, That for the class of Personnel Selection Technician the maximum currently authorized for the highest range of the class shall be the salary range used to make salary comparisons for mandatory actions.

SUPERVISING PERSONNEL SELECTION TECHNICIAN

Supervises from three to five subordinates performing exam processing and certification work.

MINIMUM QUALIFICATIONS

PERSONNEL SELECTION TECHNICIAN

Either I

Six months of experience in the California state service performing clerical duties as an Office Assistant, Range B (Typing or General).

Or II

Experience: One year of clerical experience. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the exam, but they must submit evidence of completion before they can be considered for appointment.]

SUPERVISING PERSONNEL SELECTION TECHNICIAN

One year of experience in the California state service performing the duties of a Personnel Selection Technician, Range B.

KNOWLEDGE AND ABILITIES

PERSONNEL SELECTION TECHNICIAN

In an automated environment:

Knowledge of: Government code provisions governing the State civil service merit system; and rules, policies and procedures relating to exam processing and certification of list eligibles.

Ability to: Interpret and apply laws, rules, policies and procedures relating to exam processing and certification of list eligibles; analyze situations; take/recommend an effective course of action; exercise tact and good judgment in responding to a variety of contacts from the public and departmental employees; communicate effectively both orally and in writing; and process work timely and accurately.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PERSONNEL SELECTION TECHNICIAN

Series Specification :  
(Established )

SCOPE

This series specification describes two classifications which perform specialized examining and certification duties in State service.

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
CG74	6291	Personnel Selection Technician
CG77	6292	Supervising Personnel Selection Technician

DEFINITION OF SERIES

Personnel Selection Technicians are distinguished from other clerical classes by duties which require thorough and detailed understanding and application of a broad range of laws, rules and departmental policies and procedures pertaining to the State civil service merit selection program.

The Supervising Personnel Selection Technician is a supervisory class (supervising Personnel Selection Technicians and clerical staff) with authority in the interest of management to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, and responsibly direct other employees, and to adjust their grievances, or effectively recommend such actions.

DEFINITION OF LEVELS

PERSONNEL SELECTION TECHNICIAN

This is the entry, trainee and journey level for this series. Under close supervision, as a trainee and in accordance with established procedures, incumbents perform increasingly difficult duties in the exam processing and certification programs of State departments, including the State Personnel Board.

Journey level incumbents, under general supervision, independently perform a broad range of exam processing and certification activities, are involved with sensitive public contact and have substantial knowledge of the selection program and specific testing components.

SUPERVISING PERSONNEL SELECTION TECHNICIAN

In an automated environment:

Knowledge of: All of the above and principles of effective supervision; supervisory responsibilities under the State Employer/Employee Relations Act; department's Affirmative Action Program objectives; and a supervisor's role in the Affirmative Action Program and the processes available to meet Affirmative Action Program objectives.

Ability to: All of the above and plan, organize, direct and evaluate the work of subordinate staff; assess training needs of subordinates; develop staff; establish and maintain cooperative working relationships with all those contacted during the course of the work; communicate effectively both orally and in writing; effectively participate as a member of the management team; understand and fulfill supervisory responsibilities under the State Employer/Employee Relations Act; and effectively contribute to departmental Affirmative Action Program objectives.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Personnel Selection Technician		--	--
Supervising Personnel Selection Technician		--	--