

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENVIRONMENTAL ANALYSIS
EXECUTIVE SECRETARY 1
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Executive Secretary 1	DIVISION/OFFICE 43/Division of Environmental Analysis	
WORKING TITLE Secretary to Division Chief	POSITION NUMBER 913-140-1247-001	EFFECTIVE DATE November 2002

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Division Chief for Environmental Analysis, a CEA III, the Executive Secretary I, will perform the more responsible and complex professional-level secretarial work. Typical tasks include but may not be limited to the following:

TYPICAL DUTIES:

Percentage Job Description
Essential (E)
Marginal (M)

- 30% (E) Independently reviews all incoming correspondence. Determines whether the material should be referred to the Division Chief, the Assistant Division Chief, to an appropriate staff member, or to independently prepare response. Provides backup information and indicates action to be taken by the Division Chief or appropriate staff member. Independently prepares and types responses or takes action on those items which can be handled by the executive secretary, which requires researching a variety of sources and providing factual information including interpretation of policies and procedures. Refers items to the appropriate person for response, assigning due dates and monitoring for a timely response.

- 20% (E) Receives and screens all incoming calls and visitors (including officials from other governmental entities, the business community, Business, Transportation and Housing Agency staff and the Governor's Office). When appropriate personally provides the requested information or refers to appropriate staff based on knowledge of the Division's responsibilities and Departmental policies and procedures.

- 20% (E) Types complex and confidential correspondence for the Division Chief, Assistant Division Chief, and Office Chiefs maintaining confidentiality at all times. Prepares, processes, and tracks Individual Development Plans (IDP's) and Probation Reports for the Division. Creates reports, spreadsheets, organization charts, phone lists, and Agency, Governor's and Director's Action Requests.

Tracks correspondence on the Director's Office Tracking System.

- 10% (E) Creates weekly schedule for the Division Chief and Assistant Division Chief, which includes arranging and coordinating meetings; gathering, furnishing background material for meetings and reports; and making travel arrangements. Maintains appointment calendar for Division Chief.
- 10% (E) Reviews all correspondence prepared for signature by the Division Chief, Assistant Division Chief, Office Chiefs, Deputy Director and Director for accuracy and conformance with Departmental procedures and policies. Signs for the Division Chief on routine correspondence.
- 5% (M) Provides administrative follow-up for the Division Chief after meetings to ensure compliance with commitments and agreements reached as a result of the meetings. Maintains Division Chief's files, suspense file on correspondence and assignments by Division Chief and follows-up to ensure deadlines are met. Other duties as required related to providing quality executive secretarial support.
- 5% (M) Provides backup for the Deputy Director's Executive Secretary and the Project Delivery, Executive Secretary.

SUPERVISION RECEIVED

The Division Chief, Environmental Analysis, provides general supervision. Incumbent is responsible for working independently to perform a large variety of difficult secretarial work with a minimum of guidance or supervision.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise but provides functional guidance and training for the Division's clerical staff who are responsible for routine document preparation procedures and deadlines.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The incumbent must have a general understanding of the Department's organizational structure and relationships between various functions in Headquarters as they impact the Program. Requires knowledge of Departmental and environmental activities, goals and objectives, policy and procedures.
- Ability to communicate effectively both in writing and orally. The ability to develop and maintain effective working relationships and work cooperatively with others. Ability to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.

- Knowledge of and ability to use personal computer equipped with e-mail (Lotus Notes), word processing and spreadsheet software including Microsoft Word, Microsoft Excel, and Internet is required. Knowledge or understanding of DOTS.
- Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.
- Knowledge of modern office methods, supplies and equipment, and procedures with particular reference to the work involved in the office of an administrative official; business English and correspondence. Ability to utilize a broad knowledge of vocabulary, grammar, and spelling; and ability to perform minor administrative assignments independently.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Responsible for ensuring confidentiality of material; makes judgmental decisions in determining appropriateness of response to inquiries/complaints, and in referring callers and correspondence to appropriate person or Division based on knowledge of organization and Department. Mistakes could cause delays in taking appropriate action, claims against the State, and could create a poor public image.

PUBLIC AND INTERNAL CONTACTS

Incumbent has a wide variety of public contact with individuals, private industry, elected officials and their staff, other governmental agency representatives, i.e., Federal Highway Administration; California Transportation Commission, Fish & Wildlife Service, California Environmental Protection Agency. Daily contacts within Caltrans occurs at all functional levels. These contacts will be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and personal computer. Must be able to develop and maintain cooperative working relationships. Requires multi tasking while responding to emails and phone calls regularly.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

