

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Administrative Assistant I	Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	702-001-5361-	01/13/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Deputy Director, Administration, the Administrative Assistant I is required to have knowledge of the Department's operations and organizational structure; an awareness of current issues; contact with high-level State/federal agencies, the legislature, the Governor's Office and numerous external organizations. This position performs various administrative tasks, and handles highly sensitive issues, which requires the incumbent to exercise a high degree of initiative, tact, and confidentiality.

TYPICAL DUTIES:

Percentage		Job Description
55%	E	Prioritizes material for the Deputy Director's personal reply, with appropriate background information attached for reference. Evaluation involves consultation with the executive staff, the Deputy Director, District Directors, and Division Chiefs. Researches and prepares administrative reports, including compiling factual data in order to generate non-technical correspondence/reports for the Deputy Director's signature. Personally prepares and finalizes correspondence, ensuring correct grammar, spelling, and format. Reviews all outgoing correspondence and documents prepared by other staff for the Deputy Director's or executive staff's signature. Analyzes documents to ensure consistency with administrative policy and finalizes documents when necessary. Maintains confidential and administrative files.
25%	E	Maintains the Deputy Director's calendar. Coordinates meetings and conferences, develops agendas, and reserves sites including accommodations. Prepares and process travel requests, travel expense claims (TEC), and has knowledge of the TEC process. Transcribes and distributes notes, and determines/assembles necessary materials for meetings. Independently arranges documents for all meetings, transportation, and itineraries for the Deputy Director. Maintains communication to ensure the Deputy Director is notified of all changes to the schedule, documents, or briefing memos prior to meetings. Keeps the Deputy Director apprised of all current departmental issues. Briefs the Deputy Director on actions taken during his/her absence.
20%	E	Screens telephone calls to the Deputy Director and directs questions or issues to the appropriate staff. Prepares manuals for policies and procedures within Administration. Studies proposed administrative changes and advises the Deputy Director regarding their possible effect on Administration processes. Works on special projects designated by the Deputy Director.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of departmental organization, activities, goals, policies and procedures.

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative techniques and skill in their application.

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Ability to: Think clearly and quickly and analyze and solve problems of organization and management; establish and maintain cooperative working relationships; carry out assignments without detailed instructions; speak and write effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Actions at this level affect the Department and the Deputy Director's image and the ability to produce desired results. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has a wide variety of public contacts with individuals, private industry, elected officials and their staff, other governmental agency representatives. These contacts require exercising tact and sensitivity in responding with requests. Internal contacts occur regularly with all levels within Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires a person to be able to organize and prioritize large volumes of varied documents; to develop and maintain cooperative working relationships; to concentrate in order to review and create documents.

Position requires a person who is able to handle stress professionally and effectively. Must remain calm under pressure and have the ability to multi-task. Must be very flexible and be able to serve as a team leader for other members of the executive support staff. Must have the ability to adapt behavior and work methods in response to changing information, conditions or unexpected obstacles and problems.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. May be required to sit for long periods of time, listening, using a keyboard, video display terminal and telephone.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE