

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE ADMINISTRATIVE ASSISTANT I	OFFICE/BRANCH/SECTION D-11 - Administration/Executive Management	
WORKING TITLE Administrative Assistant	POSITION NUMBER 911-001-5361-xxx	EFFECTIVE DATE

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; reporting to work as scheduled; 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 Deputy District Director of Administration, a C.E.A., the incumbent is responsible for providing and directing critical staff support services to the District Director and the Executive Management of the District. The incumbent requires knowledge of the Department's operations and organizational structure; an awareness of current issues; will have contact with high-level State and 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 and must be able to maintain a high level of confidentiality. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Prepares, compiles, and modifies daily activity data for the District Director or other Executive Management staff as needed, relating to their daily activities (i.e., meetings, public briefings, committees, etc.). Acts as District's representative in coordinating responses to other Districts' and Headquarters requests, exercising discretion in the release of confidential information. Researches and responds to legislative/constituent inquiries by establishing a network of Division, Office or Branch contacts. Consults with Department representatives and advises administrators and other interested parties of the Department and District's position in legislative meetings and events.
25%	E	Participates in the Executive Staff meetings; summarizes action items and critical tasks; brings to the attention of Executive Staff critical issues including inquiries and/or complaints from the public resulting from contacts with elected officials via telephone calls and correspondence, etc., follow-up with Deputy District Directors for completion of tasks; briefs District Director of status/outcome; confirms that all outstanding items are resolved. Meets daily with District Director or his/her designee to ensure all critical tasks are addressed. Briefs the District Director on actions taken during his/her absence. Prepares briefing packages of relevant information for meetings with staff, elected officials and citizen's groups by gathering, analyzing and organizing information related to pertinent projects. May be required to assist in facilitating meetings chaired by the District Director or Deputy District Directors.
25%	E	Plans and makes changes as needed to politically sensitive meetings/issues relating to the international border or North American Free Trade Agreement (NAFTA) between the District Director, Executive Management staff and representatives of the U.S. and Mexican government as well as other prominent individuals effected by such issues. Initiates and administers a monitoring system for keeping abreast of all incidents, policies, or activities with potential influence on the border region as it relates to the transportation program. Reviews, analyses and modifies the resulting data and compiles reports/briefings to the District Director and Executive Management staff.
10%	M	Reviews and distributes correspondences according to statutes, policy and guidelines to ensure the District is in compliance. Incumbent is responsible for the research and preparation of written materials and other issues concerning completed staff work in support of the District. Reviews all outgoing matters brought to the District Director for signature, assuring compliance with policy, correct grammar, spelling, and format, including all District correspondence to elected officials. Manages incoming Governor's, Director's and Legislative referrals for proper and timely response time. Prioritizes meetings that the District Director needs to attend, relates feedback from the District Director, to other Deputy District Directors and staff as appropriate. Performs a variety of

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administrative tasks including planning commitments for the District Director or District Division Chiefs, developing meeting content or agendas, and determining appropriate staff to participate.

5% M

Advises the District Director, Executive Management staff, administrators and other interested parties of developing issues on committees/organizations in which the District Director holds membership as it relates to the transportation field and the operations of the District. Manages an up to date "Schedule of Delegation of Authority." Provides a variety of administrative tasks including making appointments for the District Director, screening phone calls and arranging meetings. Responsible for minutes at Executive Staff meetings. Incumbent will research and prepare non-technical correspondence/reports for the District Director in response to public inquiries and will help organize special events.

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

Must have knowledge of the District and Departmental organization, activities, goals, objectives, policies and procedures. Must have knowledge and ability to work effectively and independently and possess tact and discretion in dealing with members of the Legislature, Department management at all levels, local government and private industry representatives, employees, and the general public. Must be able to take initiative and adapt to a variety of situations; must be able to use a variety of computer software programs and use the Internet effectively. Must be able to review written correspondence, reports and verbal inquires and determine an appropriate course of action. Must have excellent organizational and communications skills including the ability to present ideas and information effectively, clearly and concisely, both orally and in writing. Must have the ability to work in a team environment, be open to new and different ideas and opinions, and have the capacity for creative thinking and problem solving. Must have good judgment and the ability to be able to maintain a high-level of confidentiality. The incumbent must be able to establish and maintain cooperative working relationships; carry out assignments without detailed instruction; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Must have the ability to multi-task; must be able to use good judgment in organizing and prioritizing workload to ensure deadlines are met.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Makes decisions and provides advice and assistance on varied and general issues requiring diplomacy, sensitivity and confidentiality. Good judgment, tact and the ability to communicate effectively are expected of the incumbent. Negligence in these areas could result in delays of appropriate action, claims against the State, a poor public image and could jeopardize cooperative relationships with business partners that could ultimately delay project delivery, and bring discredit to the District and the Department.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with local transportation agencies, Legislators and/or their representatives, California Transportation Commissioners, Headquarters and District management and personnel, local government representatives, officials of the U.S. and Mexican government, private industry representatives, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard, manual dexterity, and sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

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

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multi-floor buildings are equipped with elevators and stairs. The working hours are 8:am to 5:pm.

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