STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Administrative Assistant I	D44/DPM/Chief Engineer, Project Delivery	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Administrative Assistant to Chief Engineer	913-016-5361-001	01/12/2015

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:

As Administrative Assistant to the Chief Engineer, this position handles highly sensitive issues, which require the incumbent to exercise a high degree of initiative, tact, and the ability to act independently in anticipating problems/needs. The incumbent receives direction from the Department's Chief Engineer. The work requires detailed knowledge of the Department's organizational procedures, policies, and current issues. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Performs technical editing of all documents to be signed by the Chief Engineer ensuring content is consistent with departmental policy and practices. Determines priority level of document based upon knowledge of current departmental "hot" issues.
30%	E	Ensures the Chief Engineer's priorities are appropriately reflected in his/her calendar. Responsible for the administrative elements of the Chief Engineer's meetings, including scheduling, reviewing subject matters, and ensuring appropriate entities, including local partners and district/division staff, are in attendance. Prepares documents, reports, and/or issues files needed for meeting based upon knowledge of subject matter. Provides the Chief Engineer with an itinerary of the day's activities and scheduled meetings. Maintains communication so that the Chief Engineer is notified of all changes to the schedule and has all necessary documents and briefing memos prior to meetings. Briefs the Chief Engineer on actions taken during his/her absence.
20%	E	Analyzes incoming correspondence from executive staff, legislators, media, etc. Independently initiates research and compiles factual data in order to generate non-technical correspondence/ reports for the Chief Engineer's signature. Initiates memoranda on and drafts responses for more difficult, policy-related issues and correspondence. If necessary, assigns to appropriate staff member for reply; maintains follow up on assignments to ensure that all deadlines are met. Prioritizes correspondence for the Chief Engineer's personal reply, with appropriate background material attached for reference.
10%	M	Maintains Director's Office Tracking System (DOTS) assignments, assigns tasks received from the Director's Office to Division Chiefs; tracks, monitors, and evaluates the progress and completion of assignments. Maintains an office file system for the Chief Engineer, which includes setting up and purging the files as necessary. Establishes office procedures and directs the typing and secretarial support services for the Chief Engineer. May lead and review the work of staff of the administrator's immediate office. Receives and screens incoming telephone calls (including local partners; officials from other governmental entities; California State Transportation Agency staff, and the Governor's Office). When appropriate, provides the requested information or refers calls to appropriate staff for reply when Chief Engineer is not available. Arranges transportation and hotel accommodations for the Chief Engineer's travel. Compiles travel expense claims for the Chief Engineer.

[1]ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

General direction is provided to the Project Delivery clerical support staff regarding correspondence to ensure preparation is in accordance with accepted Caltrans standards, procedures, and deadlines.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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 survey techniques and skill in their application; statistical and research methods. Ability to: think clearly and quickly and analyze and solve problems of organization and management; supervise the staff of an administrative office if necessary; establish and maintain cooperative working relationships; carry out assignments without detailed instructions; speak and write effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for ensuring confidentiality of material; makes judgmental decisions in determining appropriateness of response to inquiries/complaints, referring callers and correspondence to appropriate person 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

The incumbent has a wide variety of public contacts with individuals, private industry, elected officials and their staff and 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

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Also, the incumbent must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent will work in a climatic-controlled office under artificial lighting.

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)