

POSITION DUTY STATEMENT

CLASSIFICATION TITLE	PROGRAM	
Executive Assistant	CalSTA, Office of the Secretary	
WORKING TITLE	POSITION NO.	EFFECTIVE DATE
Executive Assistant to: Undersecretary, Deputy Secretary for Communications and Strategic Planning, Deputy Secretary for Traffic Safety and Enforcement, Deputy Secretary for Transportation	703-008-1728-021	

GENERAL STATEMENT:

Under the general direction of the Undersecretary and the respective Deputy Secretaries, and the supervision of the Administration and Finance Manager (Staff Services Manager II), the Executive Assistant provides high-level confidential, administrative, and secretarial support services dealing with a variety of sensitive and complex issues requiring initiative, good judgment, and independent action.

This position requires that the incumbent maintain consistent and regular attendance; communicate effectively, orally and in writing in dealing with high level elected and appointed officials, the public and/or other employees; develop and maintain knowledge, skills related to specific tasks, procedures, materials, tools and equipment; complete assignments in a timely and efficient manner and adhere to policies and procedures regarding attendance, leave, and conduct.

SPECIFIC DUTIES:

The Executive Assistant is responsible for carrying out the following duties:

Relative percent of time required	Description of Essential Duties
30%	<p>Independently, or as delegated, track and follow up on projects, assignments, correspondence and other requests to ensure deadlines are met. Maintain tracking system for correspondence, assignments, and projects and due dates; analyze situations and problems accurately and take effective action. Maintain confidentiality of sensitive and suspense files on correspondence, reports and tracking documents assigned to departments. Research and coordinate reports and confidential and sensitive issues by compiling responses/information from departments and by assembling data. Keep current on CalSTA activities.</p> <p>Establish and maintain effective working relationship with those contacted in the course of work. Deal professionally with a wide range of dignitaries from state government to private industry, members of the Governor's staff and Legislature. In the absence of the Undersecretary or Deputy Secretary, independently make responsible decisions related to time-sensitive issues, delegation of work to appropriate staff and scheduling meetings. Use of judgment in disseminating information in highly confidential and sensitive issues on a daily basis. Determine projects and inquiries which must be handled immediately. Present ideas and communicates directly and effectively in person and over the phone.</p>

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	Exercise independence in performing new and additional responsibilities.
20%	<p>Independently review and prioritize incoming projects received from departments, CalSTA programs, Executive Staff, and the Governor's Office and determine whether material should be referred to an appropriate staff member or, where appropriate, personally respond to such incoming issues; assemble and attach appropriate background material for reference. Act independently and take appropriate action on all material not referred including researching, gathering data, and reporting information. Compose general correspondence or memoranda, etc., by researching, gathering data, retrieving reports, and compiling information.</p> <p>Type and format speeches, letters, memoranda, and reports on a broad range of subjects. Independently prepare correspondence where appropriate. Receive and distribute daily Agency related media documents and reports, to include, but not limited to: Daily News Briefings, Daily Agency Report, and Bi-Weekly Reports, to the Agency Secretary and staff.</p>
20%	<p>Maintain the Undersecretary's and Deputy Secretary's calendars. Coordinate meetings, appointments, and teleconferences with representatives from the Governor's Office, Legislature, public officials, members of the public, and Executive Staff members. Prepare background and/or briefing materials for meetings for the Undersecretary and Deputy Secretary on a daily basis regarding upcoming meetings including Board meetings based on knowledge of desires and time constraints. Make travel arrangements for the Undersecretary and Deputy Secretary and prepare administrative documents including time sheets and travel expense claims.</p> <p>Complete staff registration and paperwork for in-state and out-of-state travel, training and conferences; make air, car and hotel travel arrangements. Maintain confidential employee information required to book travel.</p>
15%	<p>Review and evaluate all documents submitted to the Undersecretary and Deputy Secretary for signature for consistency with Agency administrative policy, completeness, and thoroughness in terms of subject matter and audience and for format, content and grammatical construction. Prepare correspondence for the Undersecretary and Deputy Secretary's signature on a broad range of subjects. Prepare expedite correspondence, reports and other material using a computer for word processing.</p>
10%	<p>Act as primary contact for the Undersecretary and Deputy Secretary. Receive, screen, redirect or handle a variety of telephone calls from officials of other governmental entities, the business community, Governor's Office and other high-level contacts. When appropriate, personally respond to inquiries. Redistribute work as necessary in the absence of the Undersecretary and Deputy</p>

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	Secretary. Establish and maintain effective working relationships with those contacted in the course of work.
5%	Assist staff with any miscellaneous tasks. Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The principles and methods of public and business administration; office management principles, methods and procedures to provide administrative assistance and secretarial support for a high level administrator; the organization's relationship with other governmental entities; the Undersecretary and Deputy Secretary's responsibilities with regard to the organization's programs to provide information and assist staff on sensitive Agency, departmental and program issues; functions, programs and operations in the Undersecretary and Deputy Secretary's area of responsibility to properly direct inquiries, correspondence and assignments; Agency's Equal Employment Opportunity Programs and the process to ensure compliance and maintain a work environment from harassment and discrimination.

Ability to: Think clearly and analyze problems of organization and management and take effective action; knowledge of secretarial practices (e.g., grammar, proofreading skills, use of clerical reference manuals, compose and format letters, tracking documents, etc.) to consistently produce complete accurate documents; general knowledge of the operation and maintenance of office equipment (e.g., personal computer, copier, fax machine, multi-line telephone, etc.) to conduct daily activities; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; general knowledge of basic math in order to complete various office forms and tasks (e.g., travel advance/expense claims, office supplies, etc.); handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; and type at a speed of 45 words per minute.

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

EMPLOYEE NAME (Print) EMPLOYEE SIGNATURE DATE

SUPERVISOR NAME (Print) SUPERVISOR SIGNATURE DATE