

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Executive Assistant | D08 - Administration/Executive Management | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Executive Assistant | 908-001-1728-XXX | |

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 general direction of and in support of the District Director, the incumbent will perform a variety of Executive Assistant tasks that require a high degree of responsibility to relieve the District Director of administrative detail.

- 40% E Acts as communication link for the District Director with coworkers, staff, supervisors, members of the public, elected officials, representatives of citizens' groups and Headquarters. Interprets, reviews, prioritizes, and takes appropriate action on various transportation documents and requests to the District Director including, but not limited to Director's and Governor's referrals and correspondence from elected officials. Utilizes supportive staff services expertise to determine chosen course of action including, but not limited to, if documents or other written or verbal communications or inquiries should be referred to a Deputy District Director, and if so, uses independent judgment and discretion to apply deadlines, regulations, policies, and other documentation to the specific situation. Performs these tasks for the District Director and the 9 Deputy District Directors requiring constant multitasking and meeting all imposed deadlines. Reviews documentation from the Deputy District Directors, headquarters, and external agencies to determine appropriate course of action. Researches and gathers the background materials, and assigns the subject matter or issue to the appropriate person for response. Follows up to ensure deadlines for response are met. Personally prepares reports, recommendations, and responses to some requests. Takes initiative to resolve issues requiring District Director involvement including researching, reviewing data, presenting ideas, and composing and typing written communications on a wide variety of subject matter.
- 30% 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., follows-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 and to ensure technical materials are provided prior to meetings. Prepares briefing packages of relevant information for meetings with staff, elected officials and citizens' groups by gathering and organizing information related to pertinent projects. Reviews the subject matter of meetings and projects for content, and gathers the information to ensure the District Director will have all materials needed at the meetings. Attends meetings, videoconferences and teleconferences with Headquarters and outside agencies on District-wide issues. May be required to assist in facilitating meetings chaired by the District Director or Deputy District Directors. Prioritizes meetings that the District Director needs to attend, relates feedback from the District Director to Deputy District Directors and staff as appropriate.
- 25% M Reviews and edits final correspondence prepared by Deputy District Directors in response to correspondence from private citizens and elected officials that requires the District Director's signature. Reviews correspondence for policy content, departmental priority, and sensitivity as to whether the issues can be resolved in another manner. Screens and responds to electronic mail,

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TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)¹

phone inquiries and in-person contacts on behalf of the District Director. Disseminates information on highly confidential and sensitive issues on a daily basis. Prepares correspondence and other documents that require critical thought for the District Director. Gathers information and prepares spreadsheets for the District Director on district-wide issues; reviews spreadsheets, including expenditure reports, that are received by the District Director and briefs him on any relevant or outstanding issues. Reviews for content and edits the District Strike plan, employee union grievance responses and other documents. Functions as lead and advisor to clerical support staff that perform secretarial duties for, and who report to, Deputy District Directors. Schedules and conducts clerical support staff meetings; provides training and gives functional guidance to Deputy Director's clerical support staff on new policies, procedures and requirements; ensures clerical support staff keep District information lists and materials updated including Signature Block Sheets, Executive Sheet, Weekly Duty Officer and Executive Emergency cards, etc. Plans clerical support office coverage to ensure Deputy District Director's clerical support needs are met. Recommends implementation of work systems for clerical support staff including standardizing work practices, developing updated desk manual, and developing processes that improve the operational efficiency of the Executive Office

5% M Maintains and monitors records of all outgoing responses to all correspondence, tasks or action items responded to by the District 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

- Must have knowledge of the District and Departmental organization, activities, goals, objectives, policies and procedures.
- Must have 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 and comprehend 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, 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Makes decisions and provides advice and assistance on varied and general issues requiring diplomacy, sensitivity and confidentiality. 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 Department.

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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 governmental and private industry representatives, and 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 artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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