

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Executive Secretary I	OFFICE/BRANCH/SECTION Division of Safety and Management Services	
WORKING TITLE Executive Secretary I	POSITION NUMBER 702-015-1247-xxx	EFFECTIVE DATE 04/10/2015

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:**

This position is designated Confidential. Under the direct supervision of the Division Chief, the Executive Secretary will exercise a high degree of initiative and independence in performing assigned tasks. The incumbent performs a variety of difficult and independent secretarial and administrative assignments.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Independently reviews and prioritizes incoming correspondence and determines whether the document should be referred to the Division Chief or to an appropriate staff member for reply. Reviews outgoing correspondence for proper format, content and grammatical construction and for compliance with administrative policy and format before sending to the Division Chief for signature. Responsible for calendaring meetings and appointments, prepares agendas, gathers and assembles necessary materials for meetings, and prepares letters, memos and reports for the Division Chief. Attends Senior Management meetings in order to record minutes of key discussion points and/or assignments as directed by management. Process grievance responses.
20%	E	Screens telephone calls and visitors (including officials from unions, state government, and business community). Assesses type of information needed, and provides desired information or refers to appropriate person of office based on knowledge of the Division of Safety and Management Services.
15%	E	Schedules and maintains appointment calendar for Division Chief committing her time to meetings, arranges and coordinates meetings, gathers and furnishes background material to the Division for meetings and reports. Makes travel arrangements and completes travel expense claims.
10%	E	Maintains and updates the Division's filing system, management memos, pay letters, subscriptions and numerous manuals. Maintains response system to make sure timely and appropriate responses and actions are taken on various types of issues. Maintains confidential files pertaining to the Division.
0%		Trains new support staff and keeps them informed on changes to administrative policies and procedures. Miscellaneous tasks such as filing, photocopying, sending facsimiles.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. However, incumbent will act in a lead capacity over clerical staff in providing direction on correct departmental procedures.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent is expected to have a working knowledge of modern office methods, supplies and equipment, including computers and work processing software, correspondence and technical knowledge of writing format, calendaring, public relations etiquette, departmental policies and procedures. The incumbent must be able to follow oral and written decisions, evaluate situations accurately and take effective action, make clear and comprehensive reports, keep difficult records, communicate effectively, establish and maintain cooperative working relationships with the general public and office staff. Incumbent must have knowledge of principals and application of setting up and managing filing and retrieval

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systems.

Must be able to reason logically and creatively in prioritizing work, making independent decisions in finalizing work and know when and how to resolve situations.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring confidentiality of material; final products to staff within the Department, outside agencies and to Union Officials. If the information is not correct and timely it can have a major impact upon misapplication of personnel practices relating to bargaining contract, laws and rules. Typing errors could result in misapplication of personnel practices relating to bargaining contracts, laws and rules. Internal correspondence may be highly sensitive and confidential. Errors in routing and mislabeling could result in delays or failure of the State to achieve necessary products. Incumbent must foster trust in both management/supervisor and union representatives in order to achieve maximum effectiveness in their position.

## PUBLIC AND INTERNAL CONTACTS

The incumbent regularly deals with other state employees at various levels and union officials.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to work on a keyboard; have manual dexterity; sitting for long periods; develop and maintain cooperative relationships.

## WORK ENVIRONMENT

The office is located on the third floor in a climate-controlled building. The work area is a cubicle with both natural and 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)

SUPERVISOR (Signature)

DATE