

# Executive Assistant

## California State Personnel Board Specification

- **Schematic Code:** CD40
- **Class Code:** 1728
- **Established:** 09/03/1986
- **Revised:** --
- **Title Changed:** --

### Definition

Under direction of a high level administrator, to provide staff assistance on sensitive departmental or program issues; to provide administrative assistance and secretarial support; to provide office management, supervisory and other staff and office services; and to do other related work.

### Job Characteristics

Positions may be allocated to the Executive Assistant only when the administrator to whom the position reports is (1) at least CEA II/Exempt Level K/Principal level and at or above the second organizational level, or (2) at least CEA III/Exempt Level H and at or above the third organizational level.

### Typical Tasks

Researches confidential and sensitive departmental or program issues; using microcomputers and/or video display terminals, accesses inputs, revises and extends information contained in the data banks; screens, redirects and/or responds to telephone calls and written inquiries from the Governor's Office and Legislature and other high level contacts on behalf of the Administrator; maintains the administrator's working schedule and calendar; develops and implements computer-based management information systems for the administrator; implements computer-based office management systems; follows up on projects and requests assigned to programs; as delegated by the administrator, reviews materials submitted by programs for format, content and grammar; develops or assists in the development of office workload and planning standards, staffing requirements and budgets; prepares and signs correspondence in the absence of the administrator; directs the activities of the support staff of the administrator's office; supervises subordinate staff; establishes office procedures and operating systems; provides and/or directs the typing and secretarial support services for the administrator.

### Distinguishing Characteristics

This class is distinguished from the Administrative Assistant classes in that employees in this class are regularly called upon to provide secretarial tasks a significant portion of the time. This class is distinguished from classes in the Secretary series in that employees in the class are responsible for relieving an administrator of assigned administrative detail, for carrying out assignments on their own initiative and for obtaining facts on which decisions are made. These activities are performed a significant portion of the time in addition to the secretarial duties.

### Minimum Qualifications

#### EITHER I

One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.

## OR II

One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.

## OR III

Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

## Knowledge and Abilities

Knowledge of: The principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the Administrator's area of responsibility; the principles and practices of supervision; the Department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; supervise the work of others; effectively contribute to the department's affirmative action objectives.

## Additional Desirable Qualifications

Familiarity with microcomputers, personal computers and/or video display terminals and their capabilities.

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