



<b>Classification:</b> Administrative Assistant I	<b>Position No.</b> 3000-5361-001
<b>CBID:</b> R01	<b>Office:</b> Administration
<b>Date Prepared:</b> April 2017	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction of the Deputy Director (DD) and Assistant Deputy Director (ADD), with wide latitude for independent action, the Administrative Assistant I performs responsible administrative detail work. The Administrative Assistant I will independently take action based on limited instructions, identifying significant administrative issues and problems, and recommend action to Division management. The incumbent works cooperatively and tactfully with Executive Office staff, Deputy Directors, Commissioners, Governor’s Office, legislative staff, as well as other state, federal and municipal agencies and departments.

**WORKING CONDITIONS.** The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel may be required to attend attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

**DUTIES AND RESPONSIBILITIES:**

- 40% Gather and summarize data and develop reports and various information requests of the DD and ADD. Research problems and issues related to the DD’s and/or ADD’s position or responsibilities and recommend courses of action. Review and analyze data, reports or agendas for upcoming meetings and prepare briefings. Attend meetings and take necessary action on decisions made. Research and assist the DD and ADD on departmental program issues of a sensitive or confidential nature. (E)
- 20% Serve as the primary communication link for the numerous requests for meetings with the DD and ADD and respond to calls from the public, which may include controversial issues. With knowledge of the Energy Commission and the DD and ADD’s management position and responsibilities, provide factual information verbally. Responsible for responding, with tact and diplomacy, to inquiries of a non-technical nature, independently determining when to refer inquiries to appropriate staff and/or other agencies for additional action, and composing and finalizing correspondence on behalf of the DD and ADD. (E)
- 15% Independently responsible for managing a variety of critical and time sensitive projects on behalf of the Division. Provide management or coordination for special projects as needed. Review all correspondence prepared for the DD and/or ADD’s signature for adequate response to issues, and consistency with administrative policy. (E)



- 10% Prepare in-state and out-of-state travel arrangements and expense claims for the DD and ADD and their designated management team. This includes compiling data for travel itineraries and travel expenses. (E)
- 5% Analyze incoming correspondence and direct assignments of a technical nature to appropriate divisions for action, update computer file to show time commitments, products or action required, lead time required, and any interaction. (E)
- 5% Serve as Administrative liaison and the space and equipment coordinator for the DD and/or ADD's Office which entails researching, selecting, and ordering of new equipment and furniture and the requisitioning of all publications for office use. (E)
- 5% Other duties as required consistent within the guidelines of the class. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Employee</span> <span>Date</span> </div> <p><b>Administrative Assistant I</b></p>	<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Laurie ten Hope</span> <span>Date</span> </div> <p><b>Deputy Director</b></p>