



<b>Classification:</b> Executive Assistant	<b>Position No.</b> 3000-1728-001
<b>CBID:</b> R04	<b>Office:</b> Administration
<b>Date Prepared:</b> March 2017	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direct supervision of the Deputy Director of the Energy Research and Development Division, the incumbent serves as part of an interdisciplinary team to perform a variety of diverse administrative, analytical, and secretarial functions in relation to the overall operation of the Division. The incumbent will also provide staff assistance on sensitive departmental or program issues, as well as provide office management, supervisors, and other staff with administrative and secretarial services. The Executive Assistant will function in a demanding and changing environment, which requires them to effectively respond to multiple short term tasks.

**WORKING CONDITIONS:** The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to 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 using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

The duties are described below:

- 45% Provide secretarial support to the Deputy Director, Deputy Division Chief, Division Liaison, and division staff. Participate in Division meetings involving general issues as well as confidential matters. Review all incoming correspondence (including Governor’s Office correspondence) to determine proper program/manager assignment and forward for response and/or other action. Review and evaluate all materials (memos through technical reports) submitted to the Deputy Director, and/or Deputy Division Chief for consistent departmental/program policy applications, completeness and thoroughness in terms of subject matter and audience, and for format, content, and grammar. Develop and maintain a tracking system for identification of assignments and due dates. Prepare, review, and prioritize correspondence for the Deputy Director, and/or Deputy Division Chief’s signature. Review and finalize technical memos and letters. Screen, redirect and/or respond to telephone calls from high-level contacts on behalf of the Deputy Director, and the Deputy Division Chief. (E)
- 20% Maintain the Deputy Director’s calendar. Make in-state and out-of-state travel arrangements for the Deputy Director, the Deputy Division Chief, and division staff, which includes hotel and transportation arrangements. Prepare all travel expense claims in accordance with state guidelines. Perform all administrative functions for the Division office related to travel, training, telecommunications, and purchasing supplies and materials. Research vendors and prepare appropriate forms for purchases. Develop and maintain various control systems. Perform all timekeeper duties for the Division Administration Office. (E)



- 10% Act as functional lead to the clerical staff in the other offices of the Division. Analyze and interpret Energy Commission policies for staff to ensure notices for hearings and workshops, contracts, work authorizations, and day-to-day correspondence are completed correctly and accurately. Provide training and guidance as appropriate. Assure that clerical needs are redirected to other offices in the absence of any clerical staff. (E)
- 10% Serve as the Division's administrative analyst for the Commissioner Lead Meetings. Duties include: analyzing and making recommendations on issues associated with the Lead Meeting agenda; finalizing and prioritizing the technical materials for the meeting agendas; analyzing the technical content of the materials to ensure clarity and conciseness; preparing and maintaining the Lead Meeting schedules.
- 10% Assist the Administrative Liaison with the development of Report of Personnel Actions including duty statements, justifications, job opportunity bulletins, VPOS, organization charts, and position control.
- 5% Other duties as required consistent with the classification. (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-bottom: 1px solid black; margin-bottom: 5px;"></div> Incumbent <span style="float: right; border-bottom: 1px solid black; margin-left: 100px;"></span> Date	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Laurie ten Hope <span style="float: right; border-bottom: 1px solid black; margin-left: 100px;"></span> Date Deputy Director