



Classification: Executive Assistant	Position No. 8000-1728-001
CBID: R04	Office: Administration
Date Prepared: December 15, 2017	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Executive Assistant is under the direction of the Deputy Director of the Energy Assessments Division. The incumbent performs a variety of diverse administrative, analytical and secretarial functions requiring initiative, independence, discretion and knowledge of Commission policies and procedures. This position requires consistent display of tact, experience and independent judgment in performing assignments in support of the Deputy Director and the overall operation of the Division.

WORKING CONDITIONS: The work is performed in an indoor office environment. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally 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, spreadsheets, electronic mail and the Internet.

DUTIES AND RESPONSIBILITIES:

- 35% Provides secretarial support to the Deputy Director and Division Liaison. Researches confidential and sensitive departmental and program issues at the request of the Deputy Director. Participates in Division meetings involving general issues as well as confidential personnel matters. Reviews all incoming correspondence (including Governor’s Office correspondence) to determine appropriate action. Independently determines proper program/manager assignment and forwards for response and/or other action. Reviews and evaluates all materials (memos through technical reports) submitted to the Deputy Director for consistent departmental/program policy applications, completeness and thoroughness in terms of subject matter and audience, and for format, content and grammar. Maintains a tracking system for identification of assignments and due dates. Prepares, reviews and prioritizes correspondence for Deputy Director’s signature. Finalizes technical memos and letters. Screens, redirects and/or respond to telephone calls from high level contacts on behalf of the Deputy Director. (E)
- 15% Maintains the Deputy Director’s calendar. Makes travel arrangements for in-state and out-of-state and completes travel expense reports. Performs all administrative functions for the Division office related to travel, training, telecommunications, and purchasing supplies and materials. Researches vendors and prepares appropriate forms for purchases. Develops and maintains various control systems. Performs all timekeeper duties for the Division administrative office. (E)
- 15% Acts as functional lead to the clerical staff of the line offices. Analyzes and interprets Energy Commission policies for staff to ensure notices for hearings and workshops, contracts, work authorizations and day-to-day correspondence are completed correctly.



Provides training and guidance as appropriate. Ensures that clerical needs are redirected to other offices in the absence of any clerical staff. (E)

- 15% Serves as the Energy Assessments Division's administrative analyst for the commissioner level Policy Committees. Duties include: analyzing and making recommendations on issues associated with the Policy Committee agenda; finalizing and prioritizing the technical materials for the meeting agendas; analyzing whether the technical content of the materials is clear and concise; preparing and maintaining schedules; and writing and posting meeting minutes on the Energy Commission's intranet Web site. (E)
- 10% Serves as the contract manager for the CSUS Student Contract. Responsibilities include: managing the student budget, analyzing documents to hire students in order to set hourly salary rates and determining proper range changes, reviewing and approving time sheets, and obtaining current student enrollment forms periodically throughout the semester and reviewing for qualified employment. In addition, as appropriate, terminates students who are not qualified for employment. (E)
- 5% Assists the Administrative Liaison with the development of Request for Personnel Actions including duty statements, justifications, job opportunity bulletins, organization charts, and position control. (E)
- 5% Performs other duties as consistent with the specifications of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Executive Assistant	Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SYLVIA BENDER Deputy Director	Date