**Name:**

**Position #: 368-695-5416-901**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**Special Assistant to the Director**

**SCOPE**:

Under the general direction of the Director of the Office of Planning and Research (OPR), the Special Assistant will serve as lead support for the Director, performing a variety of analytical and administrative support duties; consistently exercise a high level of initiative, independence, and originality in performing assigned tasks including research of facts on which decisions or recommendations may be based. The assignments are routinely sensitive and typically specialized. Duties include but are not limited to:

**ESSENTIAL FUNCTIONS:**

This is a professional classification characterized by the responsibility for performing analytical and administrative supportive tasks. Incumbents are expected to possess high degree of organizational skills and attention to detail. They are required to be able to reason logically and use a variety of analytical techniques and tools to resolve complex issues; develop and evaluate alternatives to inform decision makers, staff, and stakeholder groups. Incumbents will also schedule, prepare materials for, participate in, and prepare summaries of policy development and program meetings. The Special Assistant will regularly carry out responsibilities utilizing independent decision-making and judgment; and develop and maintain effective working relationships with numerous private and government agencies, authorities, boards, and commissions, as well as the public. The Special Assistant must maintain regular attendance.

Specific duties and responsibilities include, but are not limited to, the following:

40% Screen incoming correspondence and meeting requests for the Director; take detailed messages for the Director and relay information as requested. Arrange correspondence in order of priority. Coordinate and maintain Director’s appointment calendar, arrange meetings in office and offsite; schedule appointments with legislators, Governor’s Office staff, other state agency directors, and stakeholders. Handle details of meetings and answer all inquiries pertaining to such meetings. Make decisions on meeting priorities and on additional OPR and SGC staff to attend key meetings. Make necessary travel, hotel and meeting arrangements; prepare out of state travel requests; prepare travel expense claims and create and maintain travel files.

20% Provide assistance to the Director and relieve them of administrative and policy research activities by researching and briefing them for each speaking event to include everything the Director needs to know, logistics, points of contact, the event summary, the speaking schedule, the speaking format, biographies, and talking points. Coordinate with staff across OPR and SGC for their expertise and input so that they can provide talking points, background, facts, statistics, and figures relevant to the event. Research additional issue areas to fill in any gaps. Synthesize large amounts of information to focus on key takeaways. Coordinate with event organizers to answer questions, send materials, and vice versa. Identify and track policy issues and government actions of critical concern to the Director.

15% Work on a specific policy or communications area of the Special Assistant’s choosing that falls within the general portfolio of OPR and SGC activities.

10% Manage the Director’s time sheets, Form 700, and other administrative/legal agreements. Conduct the technical aspects of both external and internal virtual meetings.

10% Coordinate with the Deputy Director of Communication and External Affairs and Communications Coordinator on various types of content publication and press inquiries. Prepare the weekly report to the Governor’s Office on all policy activities, events, and updates across OPR, SGC, and California Volunteers. Attend internal policy and communications team meetings, as needed to perform these duties.

5% Maintain a respectful, responsive, and professional demeanor. Adhere to Department policies, rules, and procedures; submit administrative requests including leave, travel, training, and timesheet in a timely and appropriate manner.

**SUPERVISION RECEIVED AND EXERCISED:**

The Special Assistant reports directly and receives the majority of assignments from the Director; however direction and assignments may also come from the Deputy Directors of OPR. May oversee the work of student assistants.

**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

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Employee Signature Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date