

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-020-5361-003</b>
Classification: Administrative Assistant I	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Assistant	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Y
Center/Office/Division: Office of Communications	Branch/Section/Unit: N/A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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The Administrative Assistant (AA) I serves as the Administrative Assistant to the Deputy Director and Assistant Deputy Director of the Office of Communications (Comms). The AA I performs a variety of moderately difficult tasks and the consequence of these activities is critical to ensure the office's daily functions and long-term capabilities in an accurate, timely, and effective manner when communicating department policies and positions to internal and external sources.

The incumbent works under the direction of the Staff Services Manager I, Administration Manager, Office of Communications.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 25% Organizes, coordinates, and performs complex administrative tasks for the Deputy Director and Comms staff. Performs special projects for the Director and Comms staff that require problem identification, collection, evaluation, and analysis of data, and develop alternative solutions. Assignments may cover several confidential and sensitive areas including personnel issues, scheduling, and internal communications. Regularly interacts with management staff with tact and professionalism. Maintains Outlook COMMS calendar and distribution lists. Independently acts upon inquiries and requests for assistance from COMMS Management staff to include personnel issues, invoices, and travel arrangements. Monitors, researches, analyzes, and formats materials and assignments prepared by program staff for completeness and accuracy before providing to management. Organizes and maintains electronic files of COMMS. Conducts special evaluations on the administrative effectiveness of Comms and prepares administrative recommendations (interprets departmental policies to program staff and other divisions). Assists the California Department of Public Health's (CDPH) Executive Staff with media requests by directing phone calls and emails to the appropriate Information Officer and manages administrative and operational issues.
- 20% Reviews criteria and evaluates effectiveness of existing office operations, personnel, and budgetary requirements and develops recommendations on changes to office procedures to ensure program effectiveness. Collaborate with other agencies, teams, and individuals to coordinate departmental activities and special projects. Research proposed changes for administrative functions and monitors outcome of implementation. Assists executive management and program staff in conducting day-to-day responsibilities such as answering phone calls received from the public and media; ordering and maintaining office supplies; processing completed timesheets, invoices, and other administrative related forms; completing budgetary-related drills; and other administrative tasks. Coordinates scheduling of meetings; create agendas, meeting notes and distribute requested meeting materials and documents to attendees.
- 20% Oversees management of documents prepared for CDPH Executive Staff, the California Health and Human Services Agency, and the Governor's Office. Maintains effective communication to executive management and program staff on operational changes that may impact program efficiency. Prepare personnel and budget related reports as requested from management staff, develop, and interpret criteria for administrative related tasks and deliverables to ensure program efficiency.

20% Serves as the Personnel Liaison for Comms which consists of approximately 58 staff members. Maintains the Office of Communications organizational charts and position history, onboarding documents and files, payroll dock reports, and other work-related personnel duties as assigned. Responds to requests from CDPH’s Director’s Office and Human Resources Division.

10% Manages and maintains the Deputy Director’s and the Assistant Deputy Director’s daily appointment calendar, confidential and correspondence files, project files, issue files, and Comms-related information.

**Marginal Functions (including percentage of time)**

5% Serves as the budget liaison and performs other work-related duties as required to maintain the efficiency of program operations for Comms.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: JJ  
 Date: 12/28/23