

## DUTY STATEMENT

EMPLOYEE NAME: \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_  
CLASSIFICATION: Executive Assistant POSITION #: 673-400-1728-001  
DIVISION/OFFICE: Transportation and Toxics CBID: 04  
SECTION: Division Office  
SUPERVISOR'S NAME: Heather Arias  
SUPERVISOR'S CLASS: CEA III

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

### SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below)
  
- Duties require use of hearing protection and annual hearing examinations.

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### SUPERVISION EXERCISED: (CHECK ONE):

- None
- Lead Person
- Supervisor
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to cut the localized health risk from air toxics emitted by stationary sources.

CONCEPT OF POSITION:

The person in this position provides varied and complex executive and administrative support to the Division Chief and Assistant Division Chief of the Transportation and Toxics Division.

Under the direction of the Division Chief, this person provides: staff assistance on sensitive departmental or program issues; administrative assistance and secretarial support; and supervision of Division Office clerical services. This person assists the Division Chief/Assistant Chief in a variety of administrative tasks, oversees coverage within the Division Office, acts as the Division's liaison with the Executive Office's Administrative Assistants, and works closely with the Staff Services Manager I to ensure the Division's administrative and clerical needs are met. This person is highly professional, courteous, and discreet in her/his dealings with internal staff and management, as well as external stakeholders.

% Of TIME RESPONSIBILITIES OF POSITION

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|-------|--|
| 50%-E | Maintains and schedules the calendar of the Division Chief (DC) and Assistant Division Chief (ADC), as directed. Create, revise, prioritize, delegate, and/or delete meetings for the Chiefs as needed (including responding to Executive Office requests to juggle calendars for chiefs and rooms), prepare backup materials for meetings, and greet/escort high level visitors to meeting location. Makes appropriate appointment commitments for DC and ADC's time along with preparation of meeting materials including developing and coordinating agenda items, finding meeting locations, set up meeting rooms, create packets for attendees, and record minutes, as appropriate. Coordinates and schedules meetings with managers and staff. May attend weekly supervisor or manager meetings to take notes. Receives and screens incoming calls and visitors in a professional manner with excellent customer service. Exercises a high degree of interpersonal skills and good judgment to analyze and determine the nature and priority of situations. Updates program policy manuals, confidential administrative files, and confidential documents. |
| 30%-E | Reviews incoming assignment requests received by Chiefs via folder, email, and voicemail, determining the appropriate branch or division, prioritizing and referring assignments for completion. Responding to or redirecting telephone calls, emails, and other written inquiries from the Governor's Office, Executive Office, Legislature and other high-level contracts. Assisting the Chiefs with   |

designing, creating, and maintaining their own filing systems, including highly confidential documents that must be kept under strict scrutiny.

- 15%-E Making travel arrangements and preparing travel expense claims. Develop correspondence and/or typing sensitive materials for the Chiefs. Maintain courteous, professional relationships with internal co-workers and management, and all external stakeholders. Assist the Chiefs in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of air quality related programs.
- 5%-M Perform special projects to support Division, Administration and programs, as needed.