

DUTY STATEMENT

Employee Name:	Position Number: 580-150-1728-XXX
Classification: Executive Assistant	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant to the Deputy Director	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Information Technology Services Division

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.

Competencies

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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under the direction of the Chief Information Officer (CIO) Deputy Director for ITSD, the Executive Assistant (EA) independently performs a variety of difficult, technical, analytical and confidential assignments; provides administrative assistance and secretarial support; and serves as the point of contact (POC) for the CIO and senior management on meetings including Agency, external stakeholders, and high-level CDPH staff.

Special Requirements

- 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:

Essential Functions (including percentage of time)

- 45% Provides administrative assistance and secretarial support to the CIO in highly complex, critical, and sensitive subject areas with statewide impacts, requiring a high level of skills, knowledge, and responsibility for work as it relates to the Department's primary mission. Serves as an integral component of the Executive Staff with the responsibility to assist in the coordination of administrative issues and functions as a liaison between the CIO and CDPH leadership. Coordinates and collaborates with the ITSD Executive team and CDPH leadership on various projects and meetings such as program updates and meetings related to specific information technology (IT) needs.

Monitors sensitive short-term special project requests from budgets and Human Resources Division, which includes tracking and providing updates as needed to the CIO. Assists with general administrative tasks related to the projects requested by the Director's Office. Coordinates and tracks activities to ensure ITSD continually meets the Department's strategic goals. Collaborates, meets, and communicates with the ITSD Senior Management team to ensure effective coordination and collaboration with the Director's Office.

- 40% Reviews and evaluates materials submitted to the CIO for consistent departmental/program policy applications, completeness, and thoroughness in terms of subject matter and audience, format, content, and grammar. Prepares, reviews, and prioritizes a variety of reports, letters, bulletins and memos for CIO's review and signature. These documents include reports, bill analyses, Budget Change Proposals, Director's Action Requests, Secretary Action Requests, Governor's Action Requests, and constituent/external shareholder correspondence for the Director's signature. Assists the CIO with routine or complex administrative problems including the development of training plans, or project plans as needed. Develops, implements, and maintains internal administrative policy, office procedural guidelines, and written desk procedures. Responsible for standardizing methods and procedures for handling of ITSD correspondence.

Maintains the CIO's calendar and schedules appointments by the nature of priority; maintains understanding of current program matters to ensure that highest priority assignments are properly scheduled. Makes necessary in-state and out-of-state travel arrangements and reservations for the CIO and gathers and arranges materials pertaining to the subject of the meeting. Prepares travel expense claims and other documentation of appointments as required. Makes arrangements for large conferences and/or meetings; identifies appropriate space and location; makes all necessary arrangements; prepares and sends out meeting notices; and compiles agenda packets, etc.

10% Communicates with departmental staff on behalf of the CIO which includes drafting letters, and project coordination. Arranges for duplication of documents; operates photocopying machine, fax machine, and word processing software.

Screens, redirects, and/or responds to all incoming calls from the public and other departments, routing to appropriate ITSD Branches or other programs within the Department.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned.

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: LaJuana Thompson
 Date: 7/18/2023