

DUTY STATEMENT

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Employee Name: TBD	Current Date: TBD
Classification: Administrative Assistant I	Position #: 673-110-5361-XXX
Division/Office: Executive Office/ Internal Operations	CBID: R01
Section: Administrative Analysis Unit	
Supervisor Name: Sue Dalrymple	Supervisor Classification: Staff Services Manager I

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

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment 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.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The California Air Resources Board’s (CARB) mission is to promote and protect public health, welfare and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the State. In support of this mission, the Executive Office (EO) is responsible for planning, organizing, and directing the activities of CARB, the Divisions within CARB, and the staff within those divisions.

The Administrative Analysis Unit (AAU) is the centralized location for administrative and analytical functions within EO. AAU provides analytical support for the division’s budget, contracts, personnel, procurement, record management and retention, business services, and special projects as well as critical administrative and secretarial support for the Executive team (one Executive Officer, five Sacramento-based deputies, one Chief Counsel).

CONCEPT OF POSITION: Under the direction of the Staff Services Manager I, the Administrative Assistant I (AA I) assists the Executive team with administrative detail and ensures assignments are performed accurately, timely and completely. The position requires that the incumbent develop and maintain a thorough knowledge of varied and complex administrative policies, procedures, and departmental operations; be able to independently analyze problems and take effective action; work under pressure and time constraints; adjust to changing priorities; exercise good judgement; establish and maintain cooperative working relationships; and communicate effectively.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%-E	Provide administrative support to the Executive team (one Executive Officer, five Sacramento-based deputies, one Chief Counsel). Manage calendars, schedule, and maintain meetings, coordinate travel, process and maintain travel expense claims, track Form 700 activities, ensure accurate processing and distribution of all incoming/outgoing mail, answer phones, greet visitors, maintain office supplies; independently prepare Board meeting summaries and speaking points; and serve as liaison with the California Environmental Protection Agency (CalEPA) and Chair’s Office on administrative matters. Review, analyze, prioritize, track, and monitor incoming and outgoing assignments and correspondence for the Executive team to ensure responses are accurate, timely, and complete; ensure correspondence for dissemination complies with all established CARB policies and required formats; and utilize CARB publications and internal resources, industry best practice[s] literature, and other relevant documents when analyzing correspondence for accuracy.

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40%-E	Assist in interpreting departmental policies and guidelines; analyze appropriate and CARB/CalEPA guidelines and procedures to ensure consistency with administrative policy, accessibility guidelines, format, content, and grammar; and assist with administrative operations and procedures. Initiate studies to evaluate operating programs and procedures (e.g., collect data, review, analyze, document), and develop recommendations; and assist and enforce installation of new programs and procedures (e.g., SharePoint Library, CARB Tracks, EO ITS).
15%-E	Serve as Liaison to CalEPA/BDO All Assistants meetings and participate on behalf of AAU, Executive Office (EO), and CARB and provide updates to AAU, EO, and division(s)/office(s) and any other pertinent information received at meetings. Review, research, and analyze administrative and operative procedures for effectiveness and compliance, and develop and present recommendations to SSM I.
5%-M	Other job-related duties as assigned and necessary for operational continuity.