

## Duty Statement

Organization	Name
CalEPA	Vacant
Position Number	Effective Date
812-010-1728-004	7/1/2025
Classification Title	Working Title
Executive Assistant	Executive Assistant
CBID	Supervisor
R04	Sherri Miller, Special Assistant to the Secretary

### Position Description

Under the direction of the Deputy Secretary, the Executive Assistant (EA) provides administrative and clerical support duties with occasional research duties for the team and, as needed, the Office of the Secretary. This position performs a variety of administrative tasks, including answering telephones, creating and maintaining computer and paper records, preparing and tracking correspondence, scheduling meetings and travel, organizing and maintaining calendars for executive staff, and compiling and preparing background information on sensitive and complex environmental issues. This position may also perform occasional research tasks involving information gathering from a variety of sources. The EA must act independently as well as work harmoniously with others in a team setting.

### Position Category

This position is categorized as Office-Centered and is required to be in the office three days per week. This position's job duties can be performed while teleworking two day per week from an alternate work location. Satisfactory job performance is required to maintain a teleworking agreement.

### Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

30% \* Handle correspondence from high-ranking government officials. Maintain office schedule and individual daily calendars, including appointments, meetings, travel, and related matters,

Air Resources Board • Department of Pesticide Regulation • Department of Resources Recycling and Recovery  
Department of Toxic Substances Control • Office of Environmental Health Hazard Assessment  
State Water Resources Control Board • Regional Water Quality Control Boards

for the section. Arrange meetings and conference calls; invite participants; research and prepare preparatory briefings, presentations and background materials; setup conference rooms; audio-visual/information technology tools, and telecommunications; escort visitors and guests; and confirm all details. Coordinate with Agency, Boards, Departments, and Office staff within Cal/EPA and Governor's Office and other state agencies and departments.

- 25% \* Perform independent research on special assignments. Research pertinent reports and information to support the Deputy Secretaries in their duties, including preparing and using electronic presentations.
- 15% \* Compose general correspondence for the Deputy Secretaries. Take independent action to research and review supporting information regarding confidential and sensitive issues. Prepare timely and appropriate response – or make an assignment to a board, department, office – to prepare a suggested response to telephone calls and written inquiries from state, federal, and international government officials, non-governmental organizations and others.
- 10% \* Independently arrange and record in-state and out-of-state travel -including making airline, ground transportation, and hotel reservations, preparing maps and direction to events/meetings, compiling agenda and supporting background information, and preparing the comprehensive, detailed itinerary. Prepare, submit, and secure timely advance approval (Standard Form 257) for all out-of-state travel. Complete and process all related travel expense claims.
- 10% \* Answer the Deputy Secretary's telephone lines. Screen all incoming calls often dealing with sensitive issues, using good judgment in determining appropriate action to take or provide needed data. Research and compile information to respond to difficult, sensitive telephone inquiries. Maintain daily telephone and message log.

### **Marginal Functions**

- 5% Maintain confidential and office files, order supplies, and assist staff with information and telecommunication technology tools. Provide backup support to other Executive Assistants and perform other job-related duties as necessary.
- 5% Other job-related duties as assigned and necessary for operational continuity.

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

## **Employee/Supervisor Statement**

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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.

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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R04	Sherri Miller, Special Assistant to the Secretary

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Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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.

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_