

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28763	DGS DIVISION / OFFICE or CLIENT AGENCY CA Commission on the Status of Women & Girls	
UNIT NAME Administration	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 925 L Street, Suite 345, Sacramento, CA	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 329-001-5393-005	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 a.m. to 5:00 p.m.	TENURE Permanent	
WORKING TITLE Executive Administrator	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The Commission on the Status of Women and Girls (CCSWG) works in a culturally inclusive manner to promote equality and justice for all women and girls by advocating on their behalf with the Governor, the Legislature and other public policymakers, and by educating the public in the areas of economic equity including educational equity, access to health care including reproductive choice, violence against women and other key issue areas identified by the Commission as significantly affecting women and girls.

POSITION CONCEPT

Under the general direction of the Executive Director, the AGPA serves as the Executive Administrator and is responsible for coordinating Commission meetings, travel accommodations, and meeting materials; serves as the primary office manager, files records, oversees office procedures and protocols, maintains office supplies and equipment; supports overall administration and operation function for the organization.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Commission Coordination Maintains the Commission calendar of activities across the organization; secures and manages meeting location logistics and virtual platform for hybrid meetings; schedules and coordinates committee meetings and master calendars; makes travel arrangements for Commissioners and staff through the state travel platform; prepares and processes travel expense claims and Commission stipends; records Commission meeting minutes; prepares agenda for public notice; knowledgeable in practice of Bagley-Keene Open Meeting Act; prepare and distribute meeting packets; maintain records, contacts, and key documents for the operations of the Commission.
30%	Office Management Reviews incoming correspondence received at CCSWGs Office, and distributes appropriately;

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	screens, redirects, or responds to online requests for information, telephone calls or written inquiries; manages the office files and records; responsible for keeping inventory of office supplies and requests; supports office information technology needs; develop processes that ensure all office equipment and machines are always functional and service contracts are maintained; day-to-day liaison with the office building management for key information on event, building protocols, emergency actions, and security.
30%	Administration Manage highly sensitive projects in order to verify adherence with operational and administrative practices; review, recommend and establish internal administrative procedures to control and monitor the extensive flow of work, staff assignments; research administrative issues and problems concerning operations; prepare written reports or summaries, and recommend policy and/or procedural changes; provide strong communication and organizational skills to effectively maintain and oversee operational policies and procedures; maintain systems for contact information and preserving historical data; support Form 700 reporting and compliance.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in special projects and work groups and other duties as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Travel to participate in meetings, convenings, and other CCSWG events is required.

DESIRABLE QUALIFICATIONS

Ability to prioritize tasks, manage time efficiently, and handle multiple responsibilities simultaneously.

Comfortable with change and the ability to quickly adjust to new situations, policies, and procedures.

Proficiency in both written and verbal communication to effectively interact with various stakeholders.

Strong analytical skills to identify issues and develop effective solutions.

Ability to strategize in order to manage complex and difficult tasks and maintain productivity under pressure.

Manage documents, schedules, and other administrative tasks with a strong emphasis on accuracy to ensure the integrity and efficiency of operations.

Ability to lead projects and work collaboratively with others.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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