

DUTY STATEMENT

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| Employee Name: PROPOSED | Position Number: 580-010-5358-003 |
| Classification: Administrative Assistant II | Tenure/Time Base: Permanent / Full Time |
| Working Title: Administrative Assistant to the Director and Assistant Director | Work Location: 1615 Capitol Ave, Sacramento, CA 95814 Or 850 Marina Bay Pkwy, Richmond, CA 94804 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Director's Office | Branch/Section/Unit: Operations Support Section / Administrative Support Unit |

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 serving as an integral component of the Director's Office. The Administrative Assistant (AA) II exercises a high degree of initiative and independence in performing a variety of administrative, confidential, and high-level support duties for the CDPH Director and Assistant Director. The incumbent maintains open and ongoing communication with the Directorate, CDPH management and internal/external customers for the Center/Division/Office (C/D/O) programs to enable effective

Confidential - Low

coordination between the Director's Office and the C/D/O programs. The AA II follows established procedures for updating changes identified by management and assists in establishing new programs and procedures. As a member of the Director's Office Executive Team, the AA II works collaboratively with the Director, Special Assistant to the Director, Chief Deputy Director of Operations, Chief Deputy Director Health Quality and Emergency Response, Assistant State Public Health Officer, Assistant Director Policy, Planning and Performance, members of the Executive Team, and CDPH staff on broad range of duties related to policies, procedures, and operations.

The incumbent works under the direction of Staff Services Manager I, Administrative Support Unit, Director's Office.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 30 percent. May be required to travel between Sacramento and Richmond headquarters.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Responsible for planning, coordinating, and managing the daily complex calendar schedules for the Director and Assistant Director. Assesses multiple calendar variables, while continuously identifying potential issues such as schedule conflicts and adapting schedules to accommodate schedule changes. Maintains clear and consistent communication with all relevant stakeholders, including senior and executive level management, to inform them of the availability of the Director and Assistant Director. Responds to meeting requests, evaluates and assesses the logistics of the Director and Assistant Director calendars to ensure coordination of attendees and necessary meeting materials. Triage incoming requests for speaking engagements. Supports speaking engagements with scheduling on Director's calendar, agenda preparation, and travel logistics. Coordinates meetings with executives and their staff including the Governor's Office, the Legislature, California Health and Human Services Agency (CalHHS/Agency), County, State, Local and National Associations, external stakeholders, and high-level CDPH staff. Prepares meeting materials, agendas, logistics and identifies potential issues to prepare the Director for all meetings. Backup to the AA II with the Assistant State Public Health Officer and Chief Deputy Director's, scheduling matters. Stays informed daily with the Directorates schedules to ensure continuity of Director's Office administrative functions.
- 30% Maintains the Director's email inbox daily. Evaluates, organizes, and triages the Director's email and physical inbox. Processes incoming messages based on urgency and importance. Creates a system for efficiency with folders, labels and filters, to prioritize action items to reduce clutter from the inbox. Responds to inquiries independently or as advised by the Director. Develops, prioritizes and tracks action items, commitments, assignments, and special

projects. Reviews, analyzes, and prioritizes incoming correspondence (hard copy and e-mail), responds to select inquiries independently, delegate, or as advised by the Director. Researches, gathers, and analyzes applicable resources to prepare responses for the Director. Creates or modifies high-level memorandums, letters, and other forms of communication as directed by the Director, Assistant Director, or Special Assistant to the Director. Reviews and analyzes various administrative and analytical activities under the direction of the Administrative Support Unit Supervisor, Office Manager, Special Assistant to the Director and the Director. Screens and investigates administrative issues and works independently with CDPH C/D/O's before presenting to the Director and the Special Assistant to the Director. Takes independent action in addressing a range of administrative matters, demonstrating initiative without requiring detailed instructions. Collaborates with the Application Development Specialist to prepare the review of DAR/SAR document requests which include reports, guidance documents and articles for publication for the Director which are submitted through the electronic document management system, Approve IT.

- 15% Collaborates with the Director and Special Assistant to the Director to develop meeting agendas for regularly scheduled Senior Leadership Team and Town Hall meetings for the Director. Provides support to the Special Assistants for the Department's Operations Improvement Team (DOIT). Represents the Director at designated meetings by providing administrative support such as note taking and tracking action items, in coordination with the Special Assistant to the Director. Provides administrative and logistical support in meetings, such as sending meeting invites, room reservation and technical support in setting up virtual meetings using but not limited to Zoom, Teams, and WebEx. Oversees technical and logistics set-up for in-person meetings and training events. Responsibilities include but are not limited to submitting rooms reservations, IT Cherwell tickets for assistance and equipment, printing and preparing training material, coordinating trial runs, screen sharing documents, layout planning and development and room rearrangement.
- 10% Independently coordinates travel arrangements for the Director and Assistant Director for mission critical and discretionary trips. Prepares yearly Out of State Travel (OST) budget drill, individual trip requests (ITRs), and processes travel reimbursement claims for the Director and Assistant Director. Reviews documents such as, telework agreements, travel reimbursements submittals, and mandatory training requirements from all direct reports for approval of the Director.
- 5% As part of the Administrative Support Unit, provides support to departmental activities such as the Annual Food Drive, Our Promise Campaign (sponsored by CalHHS/Agency), the Public Health Acknowledges My Efforts (PHAME) awards, Director's townhalls and Director's Open House. Provides support to the Special Assistant to the Director with special projects assigned by the Director.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

| Region | Counties | Available Headquarter Locations |
|---------------|---|--|
| Region I | Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura | |
| Region II | Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San | 850 Marina Bay Pkwy, Richmond, CA 94804 Contra Costa County |

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| | Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma | |
| Region III | Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba | |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo | 1615 Capitol Ave, Sacramento, CA 95814 Sacramento County |
| Region V | Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare | |
| Region VI | Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego | |

Marginal Functions (including percentage of time)

5% Performs other administrative duties and responsibilities as assigned by, and/or in support of, the Administrative Support Unit Supervisor or Office Manager.

☐ 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.)

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|------------------------|------|----------------------|------|
| Supervisor's Name: | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

HRD Use Only:

Approved By: CB

Date: 8/11/2025