

☒ Current  
☐ Proposed

Civil Service Classification: Executive Assistant  
Working Title: Executive Assistant  
Division Branch Name: Executive Division  
Incumbent: Vacant  
Position Number: 797-500-1728-001  
Effective Date:  
Conflict of Interest (COI): N  
FLSA Status: Non-Exempt  
CBID: R04  
Tenure: Permanent  
Time Base: Full-time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

## **DESCRIPTION:**

Under the direction of the California Department of Aging (CDA) Director, the Executive Assistant (EA) is responsible for providing executive level administrative support to the Department Director and occasionally as needed, the Office of Legal Services and Office of Strategic Initiatives & Equity within the Executive Division. This role closely collaborates with the Executive Division Manager. Key functions include heavy calendaring; virtual, in-person and offsite meeting support; correspondence and material preparation; and ensuring compliance with state rules and requirements. The variety of difficult and complex functions performed by the EA requires a high-level of initiative, good judgment, independence of action, knowledge of departmental policies, confidentiality, verbal and written communication skills, and a thorough knowledge of appropriate administrative functions.

## **ESSENTIAL JOB FUNCTIONS:**

- 50% Manages the Director's daily electronic calendar, day-at-a-glance and week ahead schedule. Fields all phone calls, written correspondence and emails related to the calendar; advises Director on scheduling priorities, logistics, travel considerations and conflicts; monitors the Directors' inbox on a regular basis for time sensitive items that require the Director's prompt attention; provides excellent customer service to internal and external stakeholders, including regular contact with Governor's Office, legislative offices, the California Health and Human Services (CalHHS) and other state agencies and departments, and aging network stakeholders. Arranges and provides administrative support to in-person, virtual and off-site meetings and appointments for the Director and other executives as needed. This may include scheduling and confirming, agenda and supporting material preparation, notetaking, signage for guests, facilitating meal orders and deliveries, and appropriate follow up to meeting attendees. Makes travel arrangements following all state policies and procedures, establishes and maintains itinerary folders with all pertinent information needed and prepares timely travel expense claims with accompanying receipts and supporting materials in CalATERS. On behalf of the Director and other executive leaders, proofreads and edits a variety of internal documents submitted to the Director for review, approval, and signature(s). Review, scan, manage, route, and distribute incoming mail and correspondence for the Executive Division on a regular basis; monitors the Executive Division mailboxes on a frequent basis; and prepares mail and parcels for shipment as needed. Prepares requisitioning requests (via SimpliGov) to initiate the purchase of equipment and supplies, and to secure appropriate signatures for grants, contracts, agreements and other critical business needs as requested by the Director and/or other executives.
- 25% Serves as the Executive Division's Timekeeper and is responsible for collecting and reviewing timesheets for assigned executives and staff and submits timely and accurate reports to the Director or their designee for signature. Provides confidential Human Resources and payroll support to the Director with recruitment processes, scheduling interviews, hiring packages and onboarding for key Executive Office positions. Assists the Director with the annual Executive Office performance review process to ensure all performance evaluations are documented and maintained in personnel files. Manages and maintains the Director's files and documents in accordance with State Administrative Manual record retention requirements. Tracks changes to department, Agency and state administrative policies and procedures to ensure compliance. Maintains records and receipts and produces Director's annual Fair Political Practices Commission Form 700 report as well as reports required of federal representatives participating in federal advisory bodies. As lead for the Director and Executive Division, provides detailed weekly calendar updates to update CalHHS and Governor's Office of department activities.
- 20% Conducts research, collects and presents information in writing or other formats (Excel, Graphic Visuals, PowerPoint) on issues at the request of the Director. Serves as liaison to other department divisions to track, monitor, and ensure completion of assignments made by the Director to executive staff and other department managers. On behalf of the Director and in

collaboration with the Office of Communications, prepares and sends periodic all staff, all manager/supervisor, and external stakeholder e-mails. Attends meetings and participates in special projects assigned by the Director (e.g., participating in departmental workgroups, employee engagement activities, task forces, ad hoc meetings, etc.) which may include representing the Director and/or taking and/or summarizing notes to brief the Director. Prepares a broad range of memos, letters, emails and other correspondence for signature as requested by the Director; reviews, edits, and formats correspondence and documents in accordance with departmental brand and style guidelines.

### **MARGINAL JOB FUNCTIONS:**

5% Performs other duties as assigned.

**TRAVEL:** Not Required.

### **TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person. This position is eligible for hybrid and/or telework.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

### **SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

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**Supervisor's Signature and Date**

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**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

- ☒ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: ST Date Approved: 08/26/2025

Revision Date (if applicable): \_\_\_\_\_