

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

**TBD**

CLASSIFICATION:

**Executive Secretary**

POSITION NUMBER:

**030-1247-001**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Office of Equity**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Office of Tribal Affairs (OTA)**

SUPERVISOR'S NAME:

**Laila DeRouen**

SUPERVISOR'S CLASS:

**CEA-A****SPECIAL REQUIREMENTS OF POSITION** *(CHECK ALL THAT APPLY):*

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☒ Other *(Explain below)*

Fingerprint/DOJ Clearance

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

SUPERVISOR'S SIGNATURE

DATE

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

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one):*

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The OTA's mission is grounded in meaningful Tribal Consultation and engagement to elevate and assist in building the capacity of the state, Tribes and counties to collaboratively create and sustain an equitable continuum of care for American Indian and Alaska Native children and families.

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**CONCEPT OF POSITION:**

The Executive Secretary, under the supervision of the OTA Director, performs difficult, responsible, and independent tasks designed to support the OTA Director and provides clerical support to the staff of OTA.

**A. RESPONSIBILITIES OF POSITION:**

45% Arrange correspondence for Director's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies for the office and Department. Review outgoing correspondence prepared by additional OTA staff members for Branch Chief's signature for consistency with administrative policy as well as for format, CDSS correspondence guidelines, grammatical construction and clerical error. Coordinates assignments and develops materials independently. Follows up on overdue assignments. Attend meetings and conferences, record meeting minutes. Prepare a variety of written materials including but not limited to official letters, memos, reports, forms, policy directives, legislative proposals, draft regulations, OTA bulletins, Tribal Consultation minutes, and other meeting minutes and agendas. Arrange meetings for administrator, prepare agenda, and make adjustments as necessary in scheduled meeting times; relieve the administrator of routine office details.

35% Establishes administrative processes and procedures for effective and efficient operations of all support activities within the Branch and as lead secretary, provides training to support staff. Establishes and maintains confidential and administrative Branch files; prepare monthly attendance reports and other administrative and program related reports; Maintain OTA Director's calendar, arranges/schedules meetings, prepare itineraries, travel documents, make travel arrangements, reconciles travel, meeting rooms, conferences and prepare agendas.

10% Enters information into tracking management system databases; responsible for day-to-day maintenance and generating reports on a routine basis and communicates the less technical needs for updates/revisions to the databases. Develop and maintain filing systems. Operate office equipment (personal computers, electronic E-mail, copier, fax machines and other work of a general clerical and administrative nature).

5% Screens a variety of visitors and telephone calls, and where appropriate, refer to other staff members or personally provide authoritative information on established office programs and policies. Acts as the OTA Public Records Act (PRA) Coordinator and organizational chart lead for the Branch and responds to PRA requests from the Legal Division and the Division PRA Coordinator.

5% Order supplies, other duties as assigned

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B. SUPERVISION RECEIVED:

Receives direct supervision from the OTA Director (CEA). The Executive Secretary is required to utilize initiative and a high degree of independence in completing assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

Weekly, monthly and yearly reporting and data entry for technical assistance and activities tracking and reporting. Creation and submission of travel requests and timesheet reporting.

D. PERSONAL CONTACTS:

The Executive Secretary may have daily contact with, including but not limited to, CDSS, tribal governments, tribal leaders, tribal social services staff, county child welfare directors and staff, probation, judicial officers, mental health and health services, advocates, and related associations for the purposes of consultation and resolution of issues. Additionally, the incumbent may join in meetings with tribal, federal, state and county staff/management and private advisory/advocacy groups as needed. Tact, diplomacy, discretion, good judgment, and the ability to present professionally is required.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in prioritizing assignments or to provide timely, accurate work could result in unmet deadlines and cause Tribes, counties, and CDSS divisions to not receive appropriate and timely assistance. Failure to use tact and sensitivity in dealing with Tribal leaders, Tribal representatives, counties, attorneys, and other contacts would place the Office of Tribal Affairs in an unfavorable position negatively impact tribal communities and detrimental impacts to tribal government relationships and Indian Children and families.

Poor judgment, disrespectful communication, and behaviors may adversely impact the credibility of the OTA and damages collaborative working relationships with others including tribes, the public, the department, judicial, administrative, federal, state and county project staff, as well as external partners and stakeholders.

F. OTHER INFORMATION:

The position requires some occasional travel to Headquarters in Sacramento. Sitting and standing requirements are consistent with office work. Knowledge of tribal governments and professional correspondence experience is highly desired. Project management, intermediate excel skills, Microsoft outlook, and share point experience is desired. The Executive Secretary must have excellent communication skills, good attendance, good judgment and tact, be flexible in order to meet changing priorities, and be able to handle a variety of assignments under stressful conditions.

The OTA values diversity at all levels of the organization and is committed to fostering an environment in which employees from diverse backgrounds, cultures, and personal experiences are welcome. The OTA believes the diversity of our team and experience working within Tribal communities and underserved populations and their unique ideas inspire innovative solutions to further our mission of strengthening government to government relationships with Tribes.