

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-352-5358-001
Classification: Administrative Assistant II	Tenure/Time Base: Permanent / Full-Time
Working Title: Branch Administrative Coordinator	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch

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 contributing to state-wide primary prevention of childhood lead poisoning through program planning, service delivery, risk assessments and lead hazard control. This program contributes to advancing health equity and improving children's health in California.

The incumbent works under the supervision of the Environmental Program Manager II, Childhood Lead Poisoning Prevention Branch (CLPPB) Manager, and will be expected to exercise the utmost discretion in supporting the CLPPB leadership team and plan and carry out the activities described in a moderately independent manner. The Administrative Assistant II (AA II) will be involved in

administrative functions that span most aspects of the CLPPB. The AA II will: coordinate administrative activities for the Branch; oversee processing of documents and correspondence up the administrative chain in the Branch and, as indicated, through the Department; organize meetings; process policy and legislative requests and documents; review materials for appropriate format and language; and assist all sections within the Branch. The AA II will serve as an interface for the Branch, with other programs and agencies.

Must have strong interpersonal, oral, and written communication skills and must effectively interact in person, in writing, and by phone with supervisors, colleagues, public officials, and members of the public. Needs the ability to proactively troubleshoot and solve problems in a timely manner, to be flexible, multitask, and adapt to change. Excellent organizational skills necessary to set priorities, achieve timely progress on multiple and simultaneous tasks; ability to meet multiple deadlines, and maintain a high level of productivity. Must have excellent grammar, editing skills, and proofreading skills in English.

Must have demonstrated ability and experience with databases, such as Microsoft Access or Excel and strong computer skills using Microsoft Word, Microsoft Outlook, Microsoft Teams, Microsoft Planner, Microsoft OneNote, and WebEx and/or similar programs.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Assists Branch Manager and CLPPB leadership team by relieving them of administrative detail. Obtains and researches facts on which the Branch Manager may base a decision and makes recommendations for specific instances. Applies knowledge of principles, problems, and methods of public and business administration, including organization, personnel, fiscal management, office management, and administrative survey techniques. Assists with administrative problems and procedures; performs administrative functions supporting policies. Demonstrates capacity for assuming increasing responsibility, originality, open-mindedness, and tact. Maintains confidentiality and diplomacy under adverse conditions. Cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities.
- 35% Uses Microsoft Office, Microsoft Planner, and Microsoft OneNote for a variety of tasks. Uses administrative computer functions, such as SharePoint. Reviews, edits, and tracks controlled correspondence, bill analyses, Budget Change Concepts and Proposals, memos, letters, and other documents. Ensures documents conform to Department standards. Edits, formats, and proofreads all correspondence for Branch Manager's signature. Prepares required forms and compiles grant application packages and associated reports for submission to external agencies, such as the US Environmental Protection Agency and the Centers for Disease

Control and Prevention. Serves as a liaison for communication and progress of materials up the chain for review and submission, as indicated, to Division, Center, Department and beyond. Performs mass mailings, creates mailing labels, and sends materials to local health departments; maintains files and documents.

- 20% Coordinates submissions and meetings with other programs and agencies for the Branch Manager. Coordinates a variety of meetings (generally using Microsoft Outlook, Microsoft Teams or other virtual conferencing software) for CLPPB. Works with appropriate staff to ensure meetings and conference calls run smoothly. Obtains conference rooms, facilities, food, and phone bridges, as needed. Organizes correspondence around meetings. Sets statewide contact lists for correspondence and meeting announcements. Sets up conference calls and maintains call line. Prepares agenda and attends Section Managers' meetings, prepares and disseminates minutes, if requested. Provides phone coverage for the Branch. Receives phone messages and returns calls from the Branch Manager, as requested. Coordinates interviews for hiring of new staff and develops interview packets for the interview panel.

Marginal Functions (including percentage of time)

- 10% Other duties as required.

☐ 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.)

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

HRD Use Only:

Approved By: HD

Date: 07/2024