



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Executive Assistant	WORKING TITLE Executive Assistant
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BRANCH
Chief Deputy's Office

DIVISION	OFFICE Office of the Chief Deputy
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CBID R04	WWG 2	PCN 2945	POSITION NUMBER 174-010-1728-XXX	SPECIFIC LOCATION Sacramento
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PROBATIONARY PERIOD 6 Months	TENURE Permanent	TIME BASE Full-Time	BILINGUAL POSITION No
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TELEWORK OPTION Hybrid	SAFETY SENSITIVE POSITION No	CONFLICT OF INTEREST CLASSIFICATION No
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DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

The Chief Deputy's Office (CDO) is seeking an enthusiastic, highly organized individual with strong administrative skills, who recognizes the importance of continuous improvement in keeping programs moving forward. Under the direction of the Chief Deputy Superintendent, the Executive Assistant (EA) assumes a critical role in the management of the daily operations of the Chief Deputy's Office. In this capacity, the EA directly supports the following work:

- Coordination and management of the Chief Deputy's calendar.
- Arranging travel logistics.
- Quickly tracking work items through various systems (e.g., Correspondence Tracking System) and organizing data.
- Communication with internal and external individuals, including Executive and Division level leaders and staff.
- Collaborating with Divisions staff to improve procedure and develop system innovations.
- Acting Attendance Clerk, Timekeeping.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Chief Deputy Superintendent

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and is eligible for a hybrid telework schedule for applicants residing in California. A hybrid telework schedule includes days working remotely and days in Sacramento at CDE Headquarters. It is preferred that the chosen applicant lives in Sacramento or the surrounding area with the ability to commute weekly as days in the office may vary from week to week.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Calendar Management Lead: Maintain the Chief Deputy Superintendent's calendar by ensuring meeting information is clear, complete, and accurate; responsible for communicating with the Superintendent and other executive high-level staff to coordinate multiple executive level meetings; responsible for quick turnaround requests that involve high-priority subject matters; requires an understanding of priority setting as rearranging is often necessary.

Travel Logistics Lead: Manage the Chief Deputy's travel by leading the preparation of all travel documents and arrangements, including but not limited to preparing travel request paperwork, submitting registrations, securing hotels, flights and transportation; submitting and tracking travel claims and reimbursements; reviewing and securing itineraries from internal and external support staff.

Meeting Coordination, Internal Liaison: Coordinate on-site and off-site meetings. Ensure provision of needed materials for meetings and events, and all logistical elements of meeting are considered and arranged as needed, such as requests for space, visitor notifications, travel directions, supplies, feedback surveys, language for emails, audio-visual technology, interpreters and translators, etc. routinely relay verbal instructions to and from the Chief Deputy Superintendent and Branch Deputy/Division Directors to follow up on issues requiring policy considerations and decisions.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Public Contact: Receive and screen visitors and telephone calls and respond to requests for information as needed.

Receive time-sensitive and confidential communication. The EA is a representative of the Chief Deputy Superintendent and will often have to communicate and closely coordinate with external partners.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Coordinate work items under minimal supervision for the Chief Deputy's Office (CDO). Tracking, Logging, Processing Work Items: Activities include but are not limited to utilizing Teams and the internal Correspondence Tracking System (CTS) to manage all work submitted for signature. Daily, independently intake work submissions and ensure items are complete and correct. Add work items to Excel task log. Distribute work within the office as delegated, and review assigned packets for grammar, style, and consistency. Schedule weekly briefings on work items with deputy and office staff. Once approved, ensure work items are forwarded to the next reviewer/office. Track timelines and update Excel logs to ensure other offices are reviewing CDO/Branch work items in a timely manner. Utilize Excel logs to prioritize work items such as State Board of Education items, memos, and waivers, and high-priority travel. Utilize Excel log to review and sort work item data. Maintain work item archive on internal CDE drives. Provide updates on procedures and implement a cycle of continuous improvement to address challenges and improve efficiency. Maintain office document with standard operating procedures and create new ones as needed. Perform a variety of duties related to communication, coordination, scheduling, and correspondence. This position works closely with the Superintendent, executive staff as well as office staff and division clerical staff.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Executive Secretary I				Executive Secretary I	
BRANCH					
Chief Deputy's Office					
DIVISION			OFFICE		
			Office of the Chief Deputy		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	2945	174-010-1247-XXX	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>In the Office of the Chief Deputy, the Executive Secretary (ES) provides high-level and sensitive clerical and administrative support. In this capacity, the ES directly supports the following work:</p> <ul style="list-style-type: none"> - Coordination and management of the Chief Deputy's calendar. - Arranging travel logistics. - Quickly tracking work items through various systems (e.g., Correspondence Tracking System) and organizing data. - Communication with internal and external individuals, including Executive and Division level leaders and staff. - Collaborating with Divisions staff to improve procedure and develop system innovations. - Acting Attendance Clerk, Timekeeping. 					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Chief Deputy Superintendent					
SUPERVISORY RESPONSIBILITIES					
This position does not have any supervisory responsibilities					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is headquartered in Sacramento and is eligible for a hybrid telework schedule for applicants residing in California. A hybrid telework schedule includes days working remotely and days in Sacramento at CDE Headquarters. It is preferred that the chosen applicant lives in Sacramento or the surrounding area with the ability to commute weekly as days in the office may vary from week to week.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

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Travel Logistics Lead: Manage the Chief Deputy's travel by leading the preparation of all travel documents and arrangements, including but not limited to preparing travel request paperwork, submitting registrations, securing hotels, flights and transportation; submitting and tracking travel claims and reimbursements; reviewing and securing itineraries from internal and external support staff.

Meeting Coordination, Internal Liaison: Coordinate on-site and off-site meetings. Ensure provision of needed materials for meetings and events, and all logistical elements of meeting are considered and arranged as needed, such as requests for space, visitor notifications, travel directions, supplies, feedback surveys, language for emails, audio-visual technology, interpreters and translators, etc. routinely relay verbal instructions to and from the Chief Deputy Superintendent and Branch Deputy/Division Directors to follow up on issues requiring policy considerations and decisions.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Public Contact: Receive and screen visitors and telephone calls and respond to requests for information as appropriate as needed.

Receive time-sensitive and confidential communication. The ES is a representative of the Chief Deputy Superintendent and will often have to communicate and closely coordinate with external partners.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Coordinate the office of the Chief Deputy Superintendent under minimal supervision. Tracking, Logging, Processing Work Items: Activities include but are not limited to utilizing Teams and the Correspondence Tracking System (CTS) to manage all work submitted for signature. Daily, independently intake work submissions, add to task log, distribute work within the office as delegated, and review assigned packets for grammar, style, and consistency. Once approved, forward work to the next reviewer/office. Track timelines and update logs to ensure other offices are reviewing Branch packets in a timely manner. Utilize logs to prioritize packets such as State Board of Education items, memos, and waivers, high-priority travel, as well as other items. Utilize log for data pulls and projects like PR, travel and hybrid requests. Maintain packet archive. Provide updates on procedures and implement a cycle of continuous improvement to address challenges and improve efficiency. Establish new procedures as needed. Create and maintain Standard Operating Procedures. Perform a variety of duties related to effective communication, coordination, scheduling, and and correspondence. This position works closely with Superintendent, Chief Deputy, Deputy, and Division Director staff. Maintain confidential files for CDO including legal, administrative, and personnel materials. Gather data and informational materials on matters relating to office procedures, including accounting, budgeting...

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

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EMPLOYEE ACKNOWLEDGEMENT

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