

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



- Current
- Proposed

Civil Service Classification: Executive Assistant
Working Title: Executive Assistant
Division Branch Name: Home and Community Living
Incumbent: VACANT
Position Number: 797-700-1728-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Yes
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 Deputy Director for the Division of Home and Community Living (DHCL), the Executive Assistant (EA) is responsible for providing executive level administrative support, office operations management, secretarial support, and staff assistance on sensitive departmental issues. The variety of difficult and complex functions performed by the EA requires a high-level of initiative, good judgement, independence of action, analysis, initiative, knowledge of departmental policies, and a thorough knowledge of appropriate administrative practices.

ESSENTIAL JOB FUNCTIONS:

45% Deputy Director Assistance:

Conducts research and collects relevant information on a variety of operational and programmatic issues at the request of the Deputy Director to support informed decision making. Tracks, monitors, and follows-up upon assignments made by the Deputy Director to DHCL managers and staff to ensure timely completion, accuracy, and alignment with departmental priorities. Meets regularly with

the Deputy Director to provide briefings on urgent and time-sensitive matters ensuring awareness of critical issues requiring immediate attention or direction and reviews and presents documents pending approval and signature(s). Prepares comprehensive briefing and reference materials for the Deputy Director in advance of executive-level and manager-level meetings. As directed by the Deputy Director, prepares materials and/or correspondence for signature(s) in response to verbal or written inquiries/requests. On behalf of the Deputy Director, and in collaboration with the other CDA team members, prepares, review and distributes e-mails to staff, manager/supervisor, and external stakeholder. Ensures messages are clear, accurate, and aligned with departmental priorities, while maintaining consistency in tone and content. Attends meetings and participates in special projects assigned by the Deputy Director, including departmental workgroups, task forces, and other collaborative initiatives and takes and summarize notes to document discussions and action items. Interacts directly and professionally with various internal and external stakeholders across the aging network (national, state, local) to administratively coordinate and support the activities of the Deputy Director, CDA leadership and other DHCL managers as identified in a case-by-case situation.

30% Executive Office Administrative Support:

Organizes and maintains the work schedule and electronic calendar for the Deputy Director and Assistant Deputy Director, arranging meetings and appointments, and other engagements. Screens scheduling requests for the Deputy Director, prioritize time-sensitive matters, and refers individuals to the appropriate staff members as necessary. Briefs the Deputy Director on upcoming meetings, commitments, deadlines, and appointments by providing timely summaries, key points, and any necessary background information. Makes travel arrangements, establishes and maintains itinerary folders with all pertinent information needed by the Deputy Director, and prepares travel expense claims with supporting receipts and documentation to ensure accurate and timely reimbursement. Serves as the DHCL Timekeeper by collecting, reviewing and verifying timesheets for assigned DHCL managers and staff and submits them to the Deputy Director for signature, ensuring compliance with departmental policies and timely processing. Prepares a broad range of memos, letters, and other correspondence as requested by the Deputy Director and reviews, edits, and formats correspondence and documents in accordance with departmental style guidelines maintaining consistency, professionalism, and compliance with organizational standards. On behalf of the Deputy Director, proofreads and edits a variety of internal documents submitted to the DHCL Deputy Director for their review and signature(s). Regularly review, scan, manage, route, and distribute incoming mail and correspondence for the DHCL Deputy Director; monitor DHCL'S mailboxes and prepares outgoing mail and parcels for shipment as needed. Reviews, scans, and routes incoming correspondence to appropriate offices or teams to facilitate timely action. Prepares requisitioning requests via SimpliGov to initiate the purchase of supplies and equipment, and to establish contracts for DHCL as requested by the Deputy Director and/or other DHCL managers, ensuring proper documentation and compliance with departmental procedures.

20% Office Operations Management and Staff Support:

Receives, screens, and responds to a wide variety of emails, telephone calls, and in-person visitors or guests for the Deputy Director and DHCL managers that may include but are not limited to

representatives from the Governor’s Office, Health and Human Services Agency, Legislators and their staff, public agency officials, aging network organizations, and consumer advocacy groups. Monitor and tracks changes to state and/or agency administrative processes and communicate updates to t Division of Administrative Services staff to ensure awareness and compliance. Provides training, guidance, and ongoing support to staff on administrative procedures, responding to questions and assisting with related tasks or requests to promote consistency, efficiency, and adherence to established policies. Manages and maintains the Deputy Director’s files and documents within State Administrative Manual record retention requirements. Coordinates and facilitates regular team meetings and trainings for DHCL’s clerical staff to enhance knowledge, skills, competencies, and to resolve coordination issues to improve overall efficiency and collaboration.

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.

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 opportunities 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.

Supervisor’s Signature and Date

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.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

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

Analyst initials: PS Date Approved: 3/10/26

Revision Date (if applicable): _____