STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Executive	EFFECTIVE DATE
BRANCH/SECTION Executive Director's Office	CLASS TITLE Executive Assistant
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angels
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-420-1728-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under direction of the Deputy Executive Director (DED) the Executive Assistant performs administrative and secretarial duties requiring independence of action and initiative in personally handling a variety of sensitive Division and California Public Utilities Commission (CPUC) issues or obtaining services of staff members to resolve the issues to ensure the efficient and effective operation of the DED and/or Division Directors' Offices.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
35%	**ESSENTIAL FUNCTIONS:** Responsible for relieving the DED and subordinate Directors of administrative detail to ensure effective and efficient Division(s) operations, including but not limited to: • Pursuant to the direction of the DED, assists in establishing, maintaining, and implementing processes and protocols for incoming matters requiring the DED's attention. These can include meeting requests, formal letters requiring DED signature, internal work products requiring DED review, external engagements, correspondence, and other matters and materials. • Reviews and screens incoming correspondence, such as mail and electronic platforms, for the DED/Directors to prioritize and determine appropriate routing and/or party to respond. This includes obtaining data and/or necessary information to prepare responses on behalf of Division management and handling of confidential and sensitive documents/materials. • Drafts and prepares required non-technical correspondence for signature(s) and route accordingly to ensure compliance and timely response. Maintain/update necessary distribution and contact lists. • Reviews correspondence prepared by staff for signature(s) for format, grammar, other clerical errors and consistency with division/CPUC policy. • Handles correspondence, including confidential information relative to employer-employee relations and establishes/maintains general and confidential files. • Coordinate the requisition of necessary office supplies for DED/Directors. As applicable may need to prepare and submit Equipment, Supplies and Services Requests (ESSRs) for requisition of office supplies. • Screens incoming telephone calls and visitors to refer inquiries or visitors to appropriate staff for correct response or to the attention of the DED/Directors. • Maintains personnel records and files for the DED. • Resolves any outstanding issues at the direction of the Deputy Director. • Interfaces with the Executive Director's Office, external organizations, outside governmental entities, members of the public, and other departmental managerial staff to respond to inquiries, coordinate information, establish relationships, etc. • Under direction of the DED and in coordination with the News and Outreach office, re-post relevant CPUC activities across professional social media sites, such as Linkedin.

30%	Responsible for a variety of analytical duties to assist the DED/Directors in operational and project tracking to ensure compliance with applicable rules and regulations as well as efficient planning and response. These duties include, but are not limited to: • Create/update spreadsheets to track DED/Directors' files and contact lists. • Research and provide background information and data on sensitive issues, meetings, speaking engagements and correspondence requiring involvement by the office through collaboration with technical staff. Analyze, organize and prepare data and any applicable summary report(s). • Develop tracking system using spreadsheet(s) or applicable platforms to ensure all requests made to the DED/Directors' offices are handled on time and pursuant to established processes within the Division. • Reviews a variety of reports for content and conformance with established divisional policy (e.g. Week Ahead Report, Program Information Report). • Performs various compliance tracking tasks, as assigned, that relate to Divisions' operations such as training, requests from the Executive Director, timekeeping reporting, Budget Change Proposals (BCPs), etc. Updates and keeps DED/Directors' informed of progress and pending mandated deadlines. • Monitors and tracks DED/Director assigned projects for progress and deadlines to ensure content fulfills original assignment and all required timelines are met. Updates and keeps DED/Directors' informed of project progress and pending deadlines. • Supervises maintenance for all general and confidential files contributing to the development of positions on issues. • Assists in the coordination and implementation of new office policy and procedures with applicable staff and in accordance with applicable rules and regulations to ensure office and Division(s) effectiveness and efficiency.
25%	Responsible for calendaring and travel support activities to assist the DED/Directors pursuant to the requests and needs of management, including but not limited to: • Manages, coordinates and tracks calendars to include the scheduling of internal and external appointments, updating of meeting agendas, and acceptance of meetings to ensure timely response and arrangements of meetings and appointments are made. • Makes in-state and out-of-state travel arrangements through applicable platforms in compliance with required rules and regulations of state travel policies. • Upon approved travel, prepares travel itineraries to ensure final travel details are briefed and provided prior to travel. • As applicable, completes out of state travel justifications in accordance with applicable state travel rules and regulations. • Maintains accurate accounting of out-of-state travel budget and records of all advances and travel expense claims (TECs) to prepare travel expense reports in accordance with state reimbursement process and policies. • Prepares appropriate travel documentation (travel advances, excess lodging, out of state travel, Travel and Training Authorizations (TTAs) and TECs) at required stages to ensure proper completion, submission, and payment of all travel.

5%

Organizes, prepares and maintains CPUC Voting Meeting/ Commissioner Committee Meeting agendas for submission to Commissioner Office prior to scheduled meetings. Maintains and tracks all applicable steps/process of decisions from start to finish, including but not limited to:

- Tracks incoming proposed decisions, public dissemination of prosed decisions, rulings, and scoping memos to assign and route accordingly to applicable staff and keep DED/Directors' informed of progress, updates, etc.
- Logs, assigns, and follows-up on draft/alternate decisions to ensure all legal documents required are monitored and prepared.
- Processes, maintains and logs all formal filings for record and future reference.

MARGINAL FUNCTIONS:

5%

Process ex-parte filing and communication log in accordance with applicable process and rules. Serves as back-up to other support staff and perform other job-related duties as required.

KNOWLEDGE AND ABILITIES [*From Class Specs***]**

Knowledge of: The principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the Administrator's area of responsibility; the principles and practices of supervision; the Department's Affirmative Action Program objectives; a supervisor' roles in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; supervise the work of others; effectively contribute to the department's affirmative action objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel throughout the state of California to include evenings, weekends, overnight or several days at a time.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE