

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Administrative Law Judge Division		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Administrative Law Judge		<b>CLASS TITLE</b> Executive Assistant
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> San Francisco
<b>INCUMBENT (if known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-304-1728-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.		
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under the direction of the Chief Administrative Law Judge (ALJ) 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 Chief ALJ and/or Assistant Chief ALJs.		
<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>	
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Responsible for relieving the Chief ALJ and Assistant Chief ALJs of administrative detail to ensure effective and efficient Division operations, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Pursuant to the direction of the Chief ALJ, assist in establishing, maintaining, and implementing processes and protocols for incoming matters requiring the Chief ALJ's attention. These can include meeting requests, formal letters requiring Chief ALJ signature, internal work products requiring Chief ALJ review, external engagements, correspondence, and other matters and materials.</li> <li>• Review and screen incoming correspondence, such as mail and electronic platforms, for the Chief ALJ/Assistant Chief ALJs 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.</li> <li>• Draft and prepare required non-technical correspondence for signature(s) and route accordingly to ensure compliance and timely response. Maintain/update necessary distribution and contact lists.</li> <li>• Review correspondence prepared by ALJs for signature(s) for format, grammar, other clerical errors, and consistency with division/CPUC policy.</li> <li>• Catalog materials in the ALJ Secure File Room and ensure follow up on disposition of materials.</li> <li>• Handle correspondence, including confidential information relative to employer-employee relations and establish/maintain general and confidential files.</li> <li>• Support administrative tasks for ALJ Division Quarterly meetings, for example: send save the date and other correspondence for meetings, reserve rooms, establish webex lines, etc.</li> <li>• Maintain and update the ALJ Division Daily Attendance List, Division Emergency Contact List, Division Directory</li> <li>• Serve as the ALJ Division Timekeeper.</li> <li>• Maintain the Division's San Francisco key inventory.</li> <li>• Establish, implement, and maintain inventory of necessary office supplies at the Division's regional offices. Audit and/or verify office supply needs with routine visits to the Los Angeles, Sacramento and San Francisco offices. Coordinate the requisition of necessary office supplies for the ALJ Division. As applicable may prepare and submit Equipment, Supplies and Services Requests (ESSRs) for requisition of office supplies.</li> <li>• Screen incoming telephone calls and visitors to refer inquiries to appropriate staff for correct response or to the attention of the Chief ALJ/Assistant Chief ALJs.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Support Chief ALJ and Assistant Chief ALJs to maintain and implement processes for personnel review by sending out performance review notes to direct reports on schedules identified by each manager.</li> <li>• Interface with the Executive Director's Office, and other departmental managerial staff to respond to inquiries, coordinate information, and facilitate interdepartmental schedules as needed.</li> <li>• Under direction of the Chief ALJ and in coordination with the News and Outreach office, re-post relevant CPUC activities across professional social media sites, such as LinkedIn</li> <li>• Assist with Content Management for ALJ Division informational materials, graphics, and related content on CPUC website. Completes training and attends meetings conducted by the CPUC's ITSD Web Development Team as needed.</li> </ul> <p>Responsible for a variety of analytical duties to assist the Chief ALJ/Assistant Chief ALJs in proceeding, operations, 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:</p> <ul style="list-style-type: none"> <li>• Create/update spreadsheets to track Chief ALJ/Assistant Chief ALJs' files and contact lists.</li> <li>• Create and implement processes for receipt of requests to draft extension letters for the Executive Director, coordinate with the advisory divisions for input on extension requests, and draft extension letters for review by the Assigned ALJ and/or subject matter Assistant Chief ALJ. Develop a tracking system to ensure all requests are addressed timely.</li> <li>• Research and provide background information and data on issues, meetings, speaking engagements, and correspondence requiring involvement by the Division through collaboration with subject matter ALJs. Analyze, organize, and prepare data and any applicable summary report(s).</li> <li>• Perform various compliance tracking tasks, as assigned, that relate to ALJ Division's operations such as training, requests from the Executive Director, timekeeping reporting, Budget Change Proposals (BCPs), etc. Update and keep the Chief ALJ/Assistant Chief ALJs informed of progress and pending mandated deadlines.</li> <li>• Monitor and track Chief ALJ/Assistant Chief ALJ assigned projects for progress and deadlines to ensure content fulfills original assignment and all required timelines are met. Update and keep ALJ Division Management team informed of project progress and pending deadlines.</li> <li>• Assist in the coordination and implementation of new office policy and procedures within the Division and in accordance with applicable rules and regulations to ensure office and Division effectiveness and efficiency.</li> </ul>
<p>30%</p>	<p>Responsible for calendaring and travel support activities to assist the Chief ALJ/Assistant Chief ALJs pursuant to the requests and needs of management, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Manage, coordinate, and track 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.</li> <li>• Make in-state and out-of-state travel arrangements through applicable platforms in compliance with required rules and regulations of state travel policies. As applicable, complete out-of-state travel justifications in accordance with applicable state travel rules and regulations. Upon approved travel, prepare travel itineraries to ensure final travel details are briefed and provided prior to travel.</li> <li>• Prepare 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.</li> </ul>

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Serve as back-up to other support staff and perform other job-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></b></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Work in-person in various CPUC offices no less than three days per week.</li> <li>• Proficiency with word processing, presentation, and spreadsheet applications, voicemail, email, videoconferencing platforms, etc.</li> <li>• Occasional travel throughout the state of California that may include evenings, weekends, overnight or several days at a time.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**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
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