



Current  
 Proposed

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification CEA B	Working Title Assistant Secretary
Employee Name VACANT	Position Number 799-101-7500-005
Project/Division Name Program and Fiscal Affairs	Supervisor's Name Brendan McCarthy
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification Deputy Secretary
Physical Work Location 1215 O Street, Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>The Assistant Secretary reports to the Deputy Secretary of Program and Fiscal Affairs at the Health and Human Services Agency and serves as a member of the Secretary's Executive Staff. The incumbent formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of the Health and Human Services Agency. The Assistant Secretary also serves as chief coordinator of programs critical to the mission of the Agency that may include health care reform, health care services, social services, mental health services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.</p>	
Percentage of Duties	Essential Functions
30%	Provides high-level expertise in developing proposals and programs. Conducts policy analyses, prepares policy option papers and legislative proposals, recommends resolution of major policy issues, and briefs the Secretary and Undersecretary regarding significant policy matters. The decisions made and/or proposed by this position affect both the current operations of the departments within the Agency as well as their courses in the future.
25%	Serves as a member of the senior executive staff within the agency and has the authority to make decisions as a member of the executive management team. Principal advisor to the Secretary, Undersecretary, and other senior Agency staff on program and fiscal policy matters for assigned departments. Serves as an Agency-department communication link on program and fiscal policy matters with the Governor's Office and other state agencies.
25%	Negotiates with high-level managerial staff from the Department of Finance, the Legislative Analyst's Office and Legislative budget committees on fiscal matters relating to assigned departments. Reviews department budgets and budget change proposals; plans and oversees the annual budget preparation process for the assigned departments; reviews and comments on legislation with impact on departmental programs activities. Reviews and approves departmental fiscal reports to the Legislature, reviews control agency audit reports of departmental programs, and ensures that appropriate action is taken by Agency departments.
20%	Serves as statewide coordinator of major programs which are highly sensitive, visible, or complex and represents the Health and Human Services Agency on committees.

--	--

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. High Rise b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

**5. SUPERVISION**

Desirable Qualifications

Knowledge of and demonstrated effectiveness in formulating, developing and/or implementing health and/or public social initiatives and policies. More weight will be given to experience with health and human services issues facing California's population.

Ability to effectively communicate the Agency's policies, priorities, and initiatives both orally and in writing.

Clear and demonstrated understanding and knowledge of the legislative process and associated protocols.

Interpersonal skills, including working effectively and in partnership with departments and executive staff, the Governor's Office, the Department of Finance, California State Legislators and legislative staff, Legislative Analyst's Office, stakeholders and outside organizations, and the ability to effectively represent Agency's executive position, policy and perspectives, and successfully negotiate policy positions with these entities.

Demonstrated knowledge of both state and federal funding process, policies and procedures, including state budget proposals, both augmentation and reductions.

Demonstrated experience working on major health or human services policy issues such as health care reform, health care services, social services, mental health services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.

**6. SIGNATURES**

**Employee's Statement:**  
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

**Supervisor's Statement:**  
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. HRD USE ONLY**

**Human Resources Division Approval**

<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

**Reasonable Accommodation Unit use ONLY** (*completed after appointment, if needed*)

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:  
*Click here to enter text.*

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
  - **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**