

## DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-100-5393-001			<input type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
SECTION Executive Office		CLASSIFICATION TITLE Analyst II				
PROGRAM (If applicable)		WORKING TITLE Administrative Support Liaison				
REGIONAL HUB Sacramento		COI Yes	VWG 2	CBID R01	TENURE Perm	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED No	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

### AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

### GENERAL STATEMENT

Under the general direction of the Chief Deputy Director of LCI, the Administrative Assistant (AA) II provides administrative detail to the Director and Chief Deputy Director. The incumbent performs a wide variety of technical, analytical, and staff service tasks with a high degree of responsibility, in addition to expert knowledge of LCI's operational and organizational structure and awareness of current issues, including contact with high-level state/federal agencies, the legislature, the Governor's Office (GO), and numerous external organizations.

% 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 addition sheet if necessary)*

### ESSENTIAL FUNCTIONS

**35%**

Develop, coordinate, and oversee daily calendars and schedules with consideration of deadlines, goals, and strategic initiatives. Maintain a current list of pertinent topics to be presented or discussed with various entities, and at various meetings. Coordinate the preparation for a variety of key meetings, presentations, and discussions. Schedule and coordinate meetings and arrange pre-briefings as needed. Track and manage information flow and priorities by flagging important action items and timelines. Manage virtual and in-person visits. Schedule travel, including flights, rental cars and hotel arrangements, and processes travel claims. Serve as the liaison with the travel manager.

## DUTY STATEMENT

<p><b>30%</b></p>	<p>Anticipate and problem-solve issues and concerns when possible and make recommendations for solutions when appropriate. Create special studies and investigations and prepare administrative reports. Participate in priority setting with all Executives. Summarize notes and action items for distribution. Independently develop sensitive and confidential letters, memoranda, and reports for review and approval.</p> <p>Manage collaboration and coordination among different units and divisions, and with other state, federal and private organizations. Advise on departmental processes and consult on best practices with other team members, the interagency community, and stakeholders. Provide additional administrative support and general office management duties as necessary.</p>
<p><b>15%</b></p>	<p>Handle a wide range of highly sensitive subject matter in a professional and confidential manner. Answer questions, provide guidance, and disseminate information as directed. Make recommendations on broad areas of policy formulation or complex administrative action and lead the implementation of approved recommendations. Prepare first drafts of communications, announcements, letters, and memos for approval. Assist in the presentation of an address by identifying the topics to be covered, gathering relevant information, and reviewing the draft speech for content, grammar, and format to help finalize the draft.</p> <p>On behalf of the Chief Deputy Director, manage and track various internal data and communications systems, including but not limited to Governor's Office Action Requests (GOARs), Key Performance Indicators for the LCI's executive team, and gubernatorial appointments to LCI. Oversee and maintain the various electronic tracking systems and associated written guidance documents, as well as the systems for cataloging and retaining relevant records.</p>
<p><b>10%</b></p>	<p>Handle special projects or events that are deemed highly critical or sensitive. Monitor and coordinate special projects and assignments, communicate with staff and/or management, develop, relay, and interpret instructions and decisions, and clarify operational procedures or information. Prioritize the completion of complex special reports under very tight time frames. Collaborate with other agencies, groups, and individuals in connection with the coordination of departmental activities. Assist Executives with event strategic planning and production.</p> <p>Schedule and arrange meetings and/or conference calls, and coordinate/track conference room reservations.</p> <p>Provide coordination in tasks related to the travel needs of Deputies/Executives as needed, including the preparation and review of Travel Expense Claims, ensuring appropriate documentation is included. Input and track all travel through Excel and prepare various reports for management review. Serve as the liaison with the Department of General Services Accounting Office and the Cal Travel Store. Initiate out of state travel requests, including documentation and justification. Track mandatory training and Form 700s utilizing the electronic filing system and may serve as the Filing Officer for LCI. Analyze and prioritize incoming mail; delegate responses as needed.</p>

## DUTY STATEMENT

<b>MARGINAL FUNCTIONS</b>	
5%	Participate in professional development training, as well as tasks, training, and activities that support programmatic and workplace diversity, equity, and inclusion.
5%	Other duties as required for operational continuity. Perform other administrative functions, including tasks related to timekeeping, staff meetings, and LCI required training.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

**Ability to:** Think clearly and quickly and analyze and solve problems of organization and management; work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies; supervise the staff of an administrative office; establish and maintain cooperative working relationships; speak and write effectively.

### **DESIRABLE QUALIFICATIONS**

- Strong organizational and time-management skills, with the ability to manage complex executive calendars, competing deadlines, and shifting priorities in a fast-paced environment.
- Demonstrated ability to handle sensitive and confidential information with discretion, professionalism, and sound judgment.
- Excellent written and verbal communication skills, including experience drafting, editing, and preparing executive-level correspondence, reports, memoranda, and briefing materials.
- Experience coordinating meetings, events, special projects, and interagency activities, including preparing agendas, tracking action items, and supporting executive priority setting.
- Ability to analyze issues, anticipate problems, recommend solutions, and support decision-making through research, special studies, and administrative reporting.
- Strong interpersonal and collaboration skills, with experience working effectively with executives, staff, state/federal agencies, external partners, underserved communities, and tribal governments.
- Proficiency with administrative and tracking systems, including scheduling tools, records-management systems, electronic filing systems, and Excel for monitoring travel, assignments, and program data.

### **SPECIAL PERSONAL REQUIREMENTS**

- Ability to understand and handle highly sensitive and confidential matters with discretion and professionalism.
- Willingness to independently perform difficult and complex work requiring a high degree of responsibility.
- Ability to work efficiently, cooperatively, and tactfully under pressure and tight time constraints.
- Flexibility and adaptability to manage continuously changing priorities.
- Demonstrated discretion, sound judgment, and the ability to respond quickly and accurately.

## DUTY STATEMENT

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

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.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

## DUTY STATEMENT

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