

**Duty Statement**  
**California Government Operations Agency**  
**State of California**



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|------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Classification Title</b><br>Executive Assistant                           | <b>Agency</b><br>California Government Operations Agency      |
| <b>Working Title</b><br>Executive Assistant, Office of Civil Rights (CalOCR) | <b>Office/Unit/Section</b><br>Office of Civil Rights (CalOCR) |
| <b>Position Number</b><br>337-103-1728-001                                   | <b>Effective Date</b>                                         |
| <b>Name</b>                                                                  | <b>Date Prepared</b><br>8/11/2026                             |

**General Statement**

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, and the California Office of Civil Rights

The California Office of Civil Rights (CalOCR) is a newly established office within GovOps. CalOCR works directly with Local Educational Agencies (LEAs), and in consultation with the California Department of Education (CDE), to prevent and address unlawful discrimination and bias in California's public elementary and secondary schools. CalOCR is seeking motivated candidates who are passionate about advancing educational equity and helping ensure that all students have access to educational opportunities free from unlawful discrimination and bias.

Under the direction of the Supervisor I and Director of CalOCR, the Executive Assistant (EA) provides excellent administrative support, preempting needs and requirements through advanced administrative duties. This includes complex calendaring, travel coordination, communication with internal and external stakeholders. The EA may coordinate meetings and communications involving LEAs, state agencies, community organizations, advocacy groups, and other education and civil rights stakeholders. The EA maintains and updates databases, case management systems, contact lists, and other tracking systems used to support CalOCR's work. The EA may also assist with tracking significant office initiatives, reporting requirements, CalOCR's technical assistance activities, and other priority matters to ensure timely follow-through and

appropriate coordination among CalOCR staff. The EA drafts, reviews, and edits correspondence, reports, presentations, and briefing documents on behalf of the Director. The EA ensures smooth office operations, maintains confidentiality, and supports the mission and strategic objectives of CalOCR.

## **Job Functions**

### **35% (E) Executive Support**

Strategically manage the Director's calendar, prioritize events and meetings, and plan accordingly. Coordinate travel arrangements and logistics for all CalOCR staff. Prepare agendas, briefing materials, and talking points for meetings and conferences. Review upcoming meetings to ensure all necessary information is available. Track assignments, commitments, deadlines, and follow-up actions issued by the Director to ensure timely completion and accountability.

### **25% (E) Communication and Correspondence**

Draft, review, and edit correspondence, reports, presentations, and briefing documents. Screen incoming communications and determine appropriate action approved by the Director. Manage shared inboxes and respond to inquiries. Maintain confidentiality of sensitive information related to personnel, legal, fiscal, legislative, and policy matters.

### **20% (E) Meeting and Event Coordination**

Plan and execute meetings, conferences, and forums, including agenda development, logistics, materials preparation, and follow-up actions. Take meeting minutes and finalize them for distribution. Coordinate prep meetings for the Director and ensure clear communication with staff. Organize staff meetings, retreats, and other internal activities. Assist with community engagement activities and events, including tech support and venue coordination.

### **10 % (E) Administrative Operations**

Process invoices, purchase requests, travel claims, and reimbursements. Use Fi\$Cal and other state administrative systems to initiate, track, and reconcile payments. Ensure compliance with Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) requirements. Maintain logs, files, correspondence records, and electronic tracking systems. Maintain records in accordance with retention schedules.

### **10 % (M) Research, Reporting, and Other Duties as Assigned**

Conduct research and compile information related to CalOCR initiatives as directed by the Director. Prepare executive summaries, briefing notes, and status reports. Support special projects requiring coordination across multiple teams. Perform other office-related tasks and responsibilities as assigned.

## **Significant Interactions With**

Other GovOps executives and executives within the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in civil rights. Other interactions with GovOps reporting entities will occur but to a lesser extent.

**Reporting Relationships**

The Executive Assistant reports directly to the Director of CalOCR and collaborates closely with all staff members.

**Supervision Received**

The Executive Assistant reports directly to the Director of CalOCR

**Supervision Exercised**

None

**Required Skills and Working Conditions**

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are predominantly performed indoors. The employee's permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

|                           |                              |             |
|---------------------------|------------------------------|-------------|
| <b>Employee Signature</b> | <b>Employee Printed Name</b> | <b>Date</b> |
| <br><br><br>              |                              |             |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

|                             |                                |             |
|-----------------------------|--------------------------------|-------------|
| <b>Supervisor Signature</b> | <b>Supervisor Printed Name</b> | <b>Date</b> |
| <br><br><br>                |                                |             |