JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Executive Secretary I	**1900-1247-003**	**50001983**	**I**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**State Water Project Analysis Office**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R04**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☑ Lead Person	**Avery Estrada**	**Chief of Utility Operations**

APPROVED BY (Personnel Analyst's Name)	DATE
Sydney Mecke	**11/2/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under direction of the Division Manager, State Water Project Analysis Office (SWPAO), and as lead for the division clerical support staff, the incumbent performs lead secretarial work; relieves the Division Manager of a variety of administrative and office details; and performs other related secretarial work.**
	ESSENTIAL FUNCTIONS **The incumbent must be able to work well and communicate effectively with people at all levels within the Department and the public; use good judgment in recognizing high priority and confidential matters. The incumbent is privy to confidential information and to decisions prior to those decisions being implemented by DWR management. The incumbent must exercise discretion in handling and recognizing confidential information and shall brief the Division Manager on important and priority matters. The duties require a thorough knowledge of the organization. The position requires that the incumbent establish and maintain cooperative working relationships with staff, maintain regular consistent, predictable attendance, and exercise good judgment. The specific tasks performed are:**
35%	**Coordinate meetings, maintains appointment calendars, and reserve conference rooms for meetings and presentations with departmental staff and public or private organizations; works closely with support staff for the 29 State Water Contractors (SWC) and the SWC organizations. Screen a variety of visitors and telephone calls from the State, federal, public agencies and media, and where appropriate, independently refers same to other staff of the Division.**
30%	**Manages mail for the Division Manager and refer to appropriate staff for assignment; maintains log of Department and Division control mail and assures that responses and assignments to staff are completed on time by collaborating and interacting directly with staff. Makes travel arrangements and prepares travel expense claims for Division Manager. Reviews Division travel expense claims for compliance with departmental guidelines; processes Division's out-of-state travel requests and retirement letters.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Avery Estrada	➢	

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

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Vacant	**TBD**	**State Water Project Analysis Office**

Percent of Time	*Activity*
-continued	**Types correspondence, memoranda, reports, and pertinent documents of a confidential nature for the Division Manager. Prioritizes the Division's workload for clerical support staff; manages meeting schedules and coordinates time off amongst support staff to ensure phone coverage is provided for the Division; reviews all outgoing correspondence for format, grammar, and accuracy in conformance with departmental standards; prepare documents for electronic signature through Docusign and track signatures for completion. Trains existing clerical staff and new employees on office and departmental correspondence procedures; and assists in training of various computer software programs MS Word, MS Excel, and MS PowerPoint.**
10%	**Composes letters, memoranda, information notes, and directives accompanying staff assignments and in accordance with general instructions for Division Manager. Maintains filing system for Division Manager and administrative files for the Office.**
10%	**Assist in maintaining, editing, and updating the Division's Sharepoint site for the Office, including coordination with other sections in SWPAO.**
5%	**Act as assistant Training Coordinator for Division staff, consult with Managers and assist staff with scheduling training and travel activities. Process training event requests; utilize DELTA to register staff for classes. Comply with external department/office training processes and procedures as needed to secure training.**
5%	**Maintain open communication with the administrative support section staff to assist the Administrative Officer with the interview process by notifying candidates, scheduling and confirming interviews, reviewing and editing interview schedules. Acts for SWP Deputy Director's secretary when requested. Supports the SWP Executives as needed.**
5%	**Submits ServiceHub requests on behalf of Division Manager and other staff. Creates delegation notices in AquaPort for Division Manager and other staff. Other related clerical duties including filing, photocopying and arranging for backup for other Division secretaries or their support staff.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.** **All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.**