State of California – California Natural Resources Agency
California Natural Resources Agency
Human Resources

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive	Supervisor I	534-001-4800-904
DEPARTMENT	**WORKING TITLE**	**CBID**
California Natural Resources Agency	Managing Assistant	S01
HEADQUARTERS	**REPORTING LOCATION**	**EMPLOYEE**
Sacramento, CA	715 P street, Sacramento, CA 95814	TBD
SUPERVISOR CLASSIFICATION		**EFFECTIVE DATE**
Special Assistant to the Secretary		TBD

POSITION DESCRIPTION

Under the general direction of the Special Assistant to the Secretary for the California Natural Resources Agency (CNRA), the Supervisor I (Supervisor) is responsible for the management, operation, and coordination of CNRA's administrative support functions, including the administrative support of the Undersecretary for CNRA, executive staff, and administrative staff. The Supervisor independently performs the more difficult and complex work with a high degree of responsibility and confidentiality. This position requires the ability to work independently, work under pressure and time constraints, handle sensitive and confidential assignments with tact and diplomacy, and handle continuously changing priorities. Discretion, good judgment, and the ability to respond quickly and accurately are essential.

ESSENTIAL FUNCTIONS:

The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

%	TASK/DUTIES
35%	Provide direct supervision to CNRA's Administrative Assistants. Manage and oversee administrative staff workload to ensure consistent quality services, achieve operational efficiency, and mitigate potential risks to CNRA utilizing effective management skills and tools (e.g., communication, project management workload tracking/monitoring, staff training, etc.). Establish workload priorities, review and approve staff work, and perform the more difficult, complex, sensitive, and detailed tasks involved in office management. Manage, supervise, develop, and implement processes and procedures to manage CNRA's executive administrative support operations. Make recommendations to the Special Assistant to the Secretary regarding the formulation or administration of policy and planning for CNRA's administrative operations and services.
30%	Maintain the CNRA Undersecretary and executive staff working schedules and calendars; manage virtual and in-person visits; coordinate travel and meetings; Serve as liaison with the travel manager, review and process travel expense claims. Manage special projects as assigned; produce project management reports; serve on project work teams and special committees as assigned; oversee the maintenance of office files and records retention; review and provide final edits to departmental memorandums, letters, procedures, and other documents produced by CNRA to ensure accuracy, relevance, and compliance with administrative policies and procedures.

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15%	Organize, facilitate, coordinate, and head Campus Connect, an Agency-wide employee engagement initiative that brings CNRA departments together through inclusive, in-person events held at the CNRA Headquarters campus. Collaborate with departmental representatives, executive leadership, program staff, and other partners to develop event topics, identify speakers and participants, prepare agendas and materials, coordinate facilities and logistical needs, communicate event information, and facilitate discussions related to CNRA's goals for safeguarding California's natural and cultural resources. Promote employee participation, wellness, inclusiveness, and cross-departmental collaboration; ensure events are accessible and welcoming to all CNRA employees; gather participant feedback; maintain program records and event calendars; and evaluate activities to support continuous improvement and strengthen shared interests across the Agency.
10%	Plan, organize, direct, and evaluate the work and performance of staff. Recruit, hire, train, develop, and provide leadership to staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Coordinate with Business Services on badge access requests, supply orders, and other office-related functions. Develop recommendations and prepare various written documents to provide information and/or directions on issues related to Agency programs and services as needed. Conduct complex special studies/projects upon management request and provide information utilizing appropriate resources to develop issue papers/briefing documents used as planning tools for management decisions.
5%	**Support Diversity, Equity, and Inclusion** Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Office Environment	
POSITION CATEGORY:	
This position is categorized as **Office-Centered**.	
SPECIAL REQUIREMENTS:	
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.	
SUPERVISOR STATEMENT:	

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I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT)	**SUPERVISOR SIGNATURE**	**DATE**
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**