CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Analyst III

Office:
Administration

Working Title:
Executive Support Coordinator

Location:
Sacramento

Position Number:
311-240-5402-001

HR Approval Date/Initials:
11/20/2026 MP

CBID/Bargaining Unit: R01	Work Week Group: 2	Tenure: Permanent	Time Base: Full-time

Job Description Summary

Under general direction of the California High-Speed Rail Authority's (Authority) Supervisor II (CEO/Chief of Staff Unit Supervisor), the Analyst III (Executive Support Coordinator) performs a variety of complex, confidential, and sensitive analytical and administrative tasks requiring a high degree of independent action, initiative, and discretion. The incumbent will independently research, evaluate, coordinate, and perform a broad range of complex analytical and administrative duties in collaboration with the Authority's administration and branches. The employee performs specialized research, analyzes policies, prepares key materials, special project work, and advises on Authority procedures. As a policy implementation subject matter expert, this role handles complex, confidential tasks and works independently across operations like personnel, budgets, procurement, contracts, travel, accounting, and resource management.

Duties

Percentage
Essential (E)/Marginal (M)Duties

40% (E) **Executive Support & Administrative Analysis**

- Advises Chief Executive Officer, executives, and the CEO/Chief of Staff Unit Supervisor on Authority wide and office policies, procedures, and program-wide communications.
- Evaluates program activities for policy compliance and provides recommendations to align activities with existing policies. Reviews current office policies and procedures to identify workflow gaps and recommend solutions to streamline administrative processes and address issues.
- Drafts and implements administrative policies and performance metrics for new and existing programs.

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- Conducts independent research on complex, confidential, and/or sensitive program issues or concerns and prepares reports to address operational issues.
- Reviews statutes, legislation, and tracking metrics to advise executive leadership on organizational impacts.
- Coordinates logistics for special projects, major events, travel, and continuous performance initiatives.
- Creates, distributes, and maintains operational files, correspondence, organizational charts, and administrative reports.
- Researches and drafts compliant responses for internal updates and formal Public Records Act (PRA) requests.
- Reviews and edits memos, forms, and external documents to ensure strict compliance with statutory standards.

30% (E) **Personnel Operations & Resource Management**

- Reviews job applications, establishes screening criteria, and evaluates onboarding documents for hiring managers.
- Collaborates with managers to draft, edit, and justify duty statements and new position requests.
- Coordinates with internal liaisons to process personnel files, design training plans, and track staff development.
- Partners with Document Control to audit procedures and ensure records match the formal retention schedule.
- Evaluates office space, technology tools, and physical resources alongside IT and Business Services.

25% (E) **Travel Compliance & Executive Logistics**

- Manages executive calendars, coordinates meetings, prepares briefing materials, and tracks follow-up action items.
- Partners with Budget and Accounting branches to process out-of-state travel requests per CalSTA and Governor's Office regulations.
- Reviews executive travel expense claims, drafts business justifications, and routes required compliance forms for approval.
- Secures and organizes complete physical and electronic meeting, event, and travel records.
- Builds and maintains a secure electronic library for critical, high-level, and confidential documents.
- Steps into vacant or absent team roles to maintain workflow efficiency and prevent operational delays.

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5% (M) **Executive Office Support & General Operations**

- Provides back-up administrative assistance to the Chief of Staff, including managing calendars, coordinating meetings, preparing briefs, tracking action items, and handling confidential information.
- Performs other job-related duties as assigned to support the continuous workflow of the Administration Office.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required	Conflict of Interest (COI)	Bilingual Required	Contract Manager	Medical Required
Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization; methods and techniques of effective communication and leadership; principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader, and appear before legislative or other committees; analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts.

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Desirable Qualifications

- Knowledge of relevant laws, regulations, and policies of federal, state, and local agencies, as well as federal and state legislation related to the construction, program management, and project delivery areas of the Authority.
- Ability to analyze complex problems, develop and evaluate alternatives, and recommend effective courses of action.
- Excellent interpersonal skills.
- Demonstrated capacity for assuming increasing responsibility.
- Ability to be tactful and use good judgment.
- Experience in administrative processing including Human Resources and Business Services related work.
- Knowledge of the principles, practices and trends in public administration, policy formulation, organization and management leadership, employee supervision, staff development, team building, motivation, conflict resolution, personnel management, quality management, performance improvement, and customer service.
- Demonstrates a positive attitude, flexibility, and dependability in all workplace activities.
- Ability to carry out assignments without detailed instructions and with inflexible deadlines.
- Ability to communicate clearly and accurately with staff at all levels.
- Strong organizational skills and ability to be detail oriented.
- Ability to work well with a team or independently.
- Ability to exercise good judgment, tact, and discretion in handling personnel-related issues.
- Ability to review complex information and processes to ensure compliance with administrative laws, rules, regulations, and policies within California state service.
- Proficient in Microsoft Office applications including Word, Outlook, and Excel.
- Customer service oriented, demonstrates professional customer service skills, and strong interpersonal skills.
- Experience writing memorandums or similar documents.
- Experience communicating and coordinating with various levels of staff, management, other state agencies, and other stakeholders in a professional setting.
- Ability to understand, interpret and apply policies and procedures to ensure compliance.
- Experience in planning, scheduling, and executing meetings and events involving internal and external stakeholders.
- Experience managing executive calendars and coordinating travel, events, and meetings on behalf of an organization.
- Experience reviewing documents for management or executives.
- Experience coordinating and/or acting as a liaising for a program.
- Experience drafting and/or implementing policies, procedures, and strategic plans.
- Ability to create and maintain systems of organization to store information.

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- Experience reviewing program and office process to provide recommendations on improvements to increase efficiency and ensure compliance with laws, rules, and regulations.

Supervision Exercised Over Others

This position does not supervise; however, this position may perform in a lead capacity and consultant role.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, executives, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. Successful performance of the above-listed duties is essential as errors and inconsistencies in reporting will result in inaccuracy in both public documents and Federal reporting. Inaccuracies in reporting can lead to rejections of reports, required resubmission of reports, and rejection of funding and legal action towards High-Speed Rail. This position is critical to secure and preserve funding for the High-Speed Rail by proper reporting to the California State Legislature, the Federal Railroad Administration (FRA), and the Department of Finance. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
c. Travel: This position may occasionally travel statewide in support of the executive team.

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d. Other: This position may require work outside of regular business hours to support organizational needs.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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