JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Executive Assistant	**0100-1728-015**	**50000055**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**Executive/Legislative Affairs & SEMP**

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	**Kasey D. Schimke**	**Deputy Director of Legislative Affairs**

APPROVED BY (Personnel Analyst's Name)	DATE
Marissa Arriaga	**11/20/26**

Percent of Time	*Activity*
	POSITION SUMMARY: **The Executive Assistant acts as an administrative assistant, secretary, and advisor to relieve the Deputy Director of Legislative Affairs Office (LAO) and the Deputy Director of Security and Emergency Management Program (SEMP) of a variety of administrative and office details. The incumbent independently performs especially difficult and responsible secretarial work.**
	ESSENTIAL FUNCTIONS: **This position requires the Executive Assistant to have a thorough knowledge of the varied and complex administrative policies, procedures and operations of DWR; the ability to independently analyze problems and take appropriate action; handle sensitive and confidential assignments with tact and diplomacy; work under extreme pressure and respond to constantly changing priorities from the Governor's Office and the California Natural Resources Agency (CNRA); exercise sound judgment and communicate effectively. The Executive Assistant must have a thorough knowledge of all DWR programs and its organizational structure to respond appropriately to requests from the Governor's Office, the CNRA, legislators and their staff, city/county officials, and the general public, which may require extensive research; independently transmit information to and from the Deputy Directors to members of the directorate and division managers to take appropriate action on items requiring policy considerations and executive-level decisions.**
40%	**Screens, redirects and responds to a variety of visitors and telephone calls; independently assists and refers calls from government officials, legislators and the general public to appropriate state departments or specific DWR divisions as necessary; routinely transmits information to and from the Deputy Directors to members of DWR's Executive Staff and division managers to follow up on issues and action items requiring policy and executive-level considerations and decisions. Uses discretion to coordinate and schedule meetings to effectively utilize the Deputy Directors' time; compiles appropriate meeting material; prepares daily meeting and appointment calendars; makes travel arrangements and completes Travel Expense Claims (TEC's) in accordance with departmental policy and procedures; prepares weekly meeting calendar; assists Deputy Directors by facilitating meetings in-person and in virtual environments. Develops meeting materials**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kasey D. Schimke	➢	

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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Percent of Time	*Activity*
	such as agendas. Monitors meeting chat comments; prepares meeting notes or minutes. Utilizes software applications such as Word, Excel, Sharepoint, and Teams, as well as other DWR information systems like SAP, CalATERS, Concur, and DELTA. Maintains electronic files and status of departmental security and emergency plans and supporting documents; maintains Deputy Directors' filing system; which includes, annually preparing and maintaining bill analyses folders ensuring that all folders are complete and include all pertinent bill information from the CNRA and Governor's Office before submitting to DWR's Central Files. These are DWR's official files on legislation. Types drafts and correspondence for the signature of Deputy Directors, the Director, CNRA staff, and the Governor, which requires a thorough knowledge of DWR's procedures and policies.
40%	**At the beginning of each legislative session, the incumbent is responsible for creating DWR's list of priority legislation in Capitol Track and then maintaining this database throughout the duration of the session. This requires the ability to independently read newly introduced and amended legislative bills and send to program and/or legal staff for determination of impact to DWR's programs or policies. Add bills of key interest to the legislative bill tracking system at the request of the Governor's Office, the CNRA, legislative staff, legal staff, and program staff. DWR's listing of key bills requires absolute accuracy when recording all relevant positions on DWR key bills including Natural Resources Agency and Governor's Office positions.** **Leads preparation of various analysis/status reports as requested by LAO's Deputy Director, which requires a thorough knowledge of Capitol Track. Tracks the status of bill analyses sent to program and legal staff to ensure that bills are submitted to the CNRA and Governor's Office by the due date. Be aware of upcoming hearing dates for key bills and inform LAO's Deputy Director.** **Performs special administrative assignments for LAO's Deputy Director concerning sensitive personnel and policy matters, including compiling and organizing data and material; updating and maintaining a comprehensive record of DWR's Legislatively Mandated Reports (Reports); which includes contacting DWR Program Staff on the status of the Reports to ensure a timely response to the Legislature; advises DWR Program Staff of new reports mandated by specific legislation. Responsible for transmitting electronic Reports to all members of the California Senate and Assembly; ordering original and amended bills; monitoring the completion of bill analyses by program staff and legal staff. Gathers facts and relevant information on issues or projects to present to LAO's Deputy Director in a concise and logical manner for action, which includes editing or formatting bill analyses and enrolled bill reports to ensure they are consistent with guidelines specific to DWR, the CNRA, and the Governor's Office. Monitors the preparation of legislative proposals and legislative concepts for the upcoming legislative year. Assists the LAO's Supervisor I and Supervisor I (Specialist) with the development and maintenance of office workload and planning standards and the establishment of office procedures; reviews legislative letters for Governor's Office; researches constituent issues from legislators and Governor's Office staff, which includes utilizing DWR's law library, various internet sources, Capitol Track, and DWR's Enterprise Process Guides (EPG's).**

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Percent of Time	*Activity*
10%	**Reviews and evaluates all materials, including bill analyses, enrolled bill reports and legislatively mandated reports prepared by DWR Program Staff or other staff members for signature of the LAO's Deputy Director, DWR's Director, the Secretary for the CNRA, and the Governor for consistency with administrative policy, format, grammatical construction and to find and eliminate any clerical errors. Maintains a suspense file of all assignments made by the LAO's Deputy Director and follows through with reminder to staff as necessary to ensure completion.**
10%	**When DWR's Department Operations Center (DOC) is activated during emergencies such as, floods, power shutdowns, earthquakes, and other incidents, provide administrative support to the SEMP Deputy Director, DOC Director, and staff. Serve as the DOC's main point of contact. Use independent and effective discretion in coordinating and scheduling meetings to effectively utilize the SEMP Deputy Director's time; compile appropriate meeting materials; and prepare daily meetings and appointment calendars. Maintain a suspense file of all assignments made by the Deputy Director and DOC; and follow through with reminders to program staff as necessary to ensure completion. This may require the use of a personal or state vehicle to travel to and from meetings.**

OTHER RESPONSIBILITIES:

This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist DWR in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and DWR's Administrative Orders.

SPECIAL REQUIREMENTS

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.

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.