Come work at CDSS where . . .

People come First!

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Administrative Assistant I

Permanent, Full-Time

Are you doing the same work day in and day out? Are you looking for work that is challenging and rewarding? Are you looking for a profession where you can help make a positive change? If so, read on!

EMPLOYMENT OPPORTUNITY

Our mission is to serve aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

The Administrative Assistant I provides administrative support to the top executives of the Department of Social Services. The Department, with over 4,000 employees, is involved in the delivery of over $28 billion total funds in program services and benefits for over 7.4 million of California's most needy and vulnerable populations.

Special Requirement: Applicants must include a “Statement of Qualifications” (no more than two pages), which describes your experience, knowledge, and abilities as they relate to the duties and responsibilities of the position. Applications without “Statement of Qualifications” will not be considered. Appointment is subject to SROA and state surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be contacted for an interview. Please submit a Standard State Application STD 678) with the Statement of Qualifications, and indicate your appointment eligibility (list, transfer, permissive reinstatement, etc.).

Final Filing Date: Until Filled

Please note: *This is a re-posting of a previously advertised position for an Administrative Assistant I (Class Code 5361), it is not necessary to reapply. For recruitment purposes, may also consider an Executive Assistant.*

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information:

Nancy Lee
(916) 657-2598
744 P Street, MS 8-17-11
Sacramento, CA 95814

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Administrative Assistant I	800-010-5361-003
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Executive	Director's Office/010
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Pat Leary/Pete Cervinka	Exempt

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☑ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services (CDSS) is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. A Director and two Chief Deputy Directors have been appointed to oversee the ten CDSS divisions. The Administrative Assistant I provides administrative support to the Chief Deputy Directors

CONCEPT OF POSITION:

Under the general direction of two Chief Deputy Directors (Exempt), Department of Social Services, the Administrative Assistant I (AA I) will perform, with a high degree of responsibility and independence a variety of administrative duties associated with the oversight of the management of the Department. The AA I will function with minimal instructions, utilizing tact and good judgment in the discharge of assigned duties.

A. RESPONSIBILITIES OF POSITION:

35% Screens the numerous and diverse requests for meetings with the Directorate in order to coordinate an extensive calendar and to maximize use of their time. Manages and prepares a variety of critical and time sensitive projects on behalf of the Director's Office. Compile and maintain administrative, legislative and confidential subject and historical files containing controversial and politically sensitive material. Responds directly to inquiries of a non-technical nature; composes correspondence. Performs preliminary research on a vast range of subject matter. Independently acts upon requests/inquiries from members of the Department's Executive Staff, Governor's Office, California Health and Human Services Agency, Legislature, Federal Government and other outside entities. Independently reviews, analyzes and prepares responses to email inquiries. Independently maintains chron files and record retention schedules, ensuring proper compliance with applicable laws relating to the State Records Management Act and the State Administrative Manual and department policy.

30% Takes action based on brief and/or limited instructions, researches confidential and sensitive department and program issues at the request of the Directorate; analyzes and evaluates data, material or sensitive situations that arise and makes recommendation for resolution or takes independent action to resolve. Gather facts and relevant information on issues or projects, and present to the Director's Office in a concise and logical manner for action. This may include development of status reports, database management reports, and other tools that will assist in the decision-making. Interacts directly and professionally with Executive Staff in order to organize and provide materials; prepares written reports or summaries, and recommends policy and/or procedural changes; prepares a broad range of correspondence for signature. Proofreads, edits drafts and final reports for grammatical errors, terminology, consistent policy positions and general clarity to ensure the highest quality of CDSS documents and reports.

15% Works closely with the Executive Staff on highly sensitive priority issues and assignments. Interacts directly and professionally with Executive Staff in order to organize and provide materials; prepares written reports or summaries, and recommends policy and/or procedural changes; prepares a broad range of correspondence for signature. Independently follows up to obtain materials or ensure that requested action is taken.

10% Make all necessary travel arrangements for the Chief Deputy Directors and completes the automated travel expense reimbursement system in accordance with departmental policy and procedures. Makes arrangements for large conferences and or meetings, identifying appropriate space and location.

5% Serves as Project Manager for the Department Dialogue; gather, analyze and work with the Chief Deputy Directors and group facilitator to generate, edit, and finalize responses to questions, issues, ideas and concerns submitted by peers. The result of each meeting will be a "Frequently Asked Questions" document that is posted on the Department's home page.

5% Serve in a lead capacity for the Executive Staff's direct support staff, organizes and establishes priorities for the staff. Assist in screening, redirecting, or responding to telephone calls.

B. SUPERVISION RECEIVED:

The Administrative Assistant I is directly supervised by two Chief Deputy Directors.

C. ADMINISTRATIVE RESPONSIBILITY:

The Administrative Assistant I has the responsibility of providing assistance to the Directorate on a wide range of policies and issues. The position performs all administrative tasks for the office, including those outlined above, and maintains confidential personnel documents, and other confidential information directly related to the operations of government, including executive correspondence, bill analysis, audits and labor relations. In addition, the incumbent prioritizes all workload assignments and keeps the Chief Deputy Directors advised of incoming assignments and timelines for completion.

D. PERSONAL CONTACTS:

The Administrative Assistant I must establish and maintain effective relationships with Executive Staff, other departments, the Health and Human Services Agency, the Legislature, the Governor's Office, the County Welfare Directors Association of California, other advocates and the public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling confidential and sensitive material and in disseminating the information to appropriate personnel could result in information being released to unauthorized persons.

F. OTHER INFORMATION:

The Administrative Assistant I will also serve as back-up to the Administrative Assistant II to the Director.