State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Executive Secretary	800-908-1247-910
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Adult Programs Division/ Systems and Administrative Branch	
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
VACANT	CEA A

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 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.

CONCEPT OF POSITION:

Under the direction of the Branch Chief, of the Systems and Administrative Branch, the Executive Secretary (ES) ensures that all support activities and work produced by the Branch Chief is in accordance with state, Departmental and Division requirements.

A. RESPONSIBILITIES OF POSITION:

50% Performs a variety of administrative or executive support tasks such as: prioritize, coordinate and arrange correspondence, committee reports, spreadsheets, assembles proper documents and attachments to accompany correspondence for signature of the Branch Chief and Staff Services Manager of the Systems and Administrative Branch. Research, compile assimilate, and prepare confidential and sensitive documents, and briefs the Branch Chief regarding content. Review and edit cover letters prepared by the Branch Chief checking for appropriateness of the response, as well as format, grammatical construction and clerical error. Read and Screen incoming correspondence and reports; Makes preliminary assessment of importance of materials and organize documents; handles some matters personally and forwards appropriate materials to executive and staff. Prioritize assignments, establish deadlines to assure timely completion.

25% Coordinate and facilitate the Branch Chief appointment calendar; arrange meetings, make adjustments to scheduled meeting times as necessary; secure conference room reservations and telephone conference line. Prepare agenda and collect materials for meetings, speeches, and conferences; take minutes and keep records of proceedings. Make travel arrangements, prepare itinerary folders, and prepare and submit travel claims to Accounting.

20% Act as liaison between the Branch Chief and others, by transmitting directives, instructions and assignments and following up on the status of assignments. Receive and screen incoming calls and visitors, determines which are priority matters, and alert the executive accordingly. Make referrals to appropriate staff or provides requested information.

5% Other related duties as required designated by the Branch Chief of the Systems and Administrative Branch.

B. SUPERVISION RECEIVED:

Under the direction of the Branch Chief for Systems and Administrative Branch, the ES is expected to keep the Branch Chief informed of the outcome and potential problem areas. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. The incumbent must also exercise considerable independent judgment and sensitivity in all areas of work responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

The incumbent meets regularly with the Policy and Quality Assurance Branch secretary to share information on administrative procedures and to resolve problems with clerical activities. The incumbent is a representative of the Branch Chief to all persons who contact her for help, assistance and information, and must be able to respond appropriately if the Branch Chief is to be fully and timely responsive to these inquiries.

D. PERSONAL CONTACTS:

The ES has daily contact with all levels of Departmental staff, Health and Human Services Agency staff, other state agencies, the Governor's Office, representatives of county, city and local government officials, the legislator and their staff, community representatives and the general public. Calls must be handled tactfully to ensure that good working relations are maintained. The ES must be able to analyze situations and take effective action in carrying out the duties listed above.

E. ACTIONS AND CONSEQUENCES:

The Adult Programs Division is responsible for designing, developing, implementing and overseeing five major programs with a budget that exceeds 4.5 billion dollars. In addition to analyzing, tracking and coordination a multitude of state and federal legislation, regulations and proposals, a considerate amount of responsible policy determination and substantial amount of demanding personal contact with other departmental staff, the office of legislation and officials of other governmental agencies involving these complex program issues is required in this position. Failure to use good judgment in responding to written and personal inquiries, conveying inaccurate or confidential information or missing critical deadlines can directly impact the Division's success and effect the Department as a whole. The result can range for embarrassment to loss of funding to violations of the Government Code.

F. OTHER INFORMATION:

The ES must be able to anticipate the needs of the Branch Chief, work independently and demonstrate interest in assuming increasing responsibility. Mature judgment, tack and discretion, recognition of sensitive and confidential issues, good judgment, excellent interpersonal skills, flexibility and the ability to work under pressure are all essential. The incumbent must be organized and possess the ability to manage a very busy office workload while performing a variety of tasks with a high degree of accuracy and neatness.