



State of California  
 California Environmental Protection Agency  
 Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

CURRENT       PROPOSED

RPA Number: EXEC-001 FY 23-24	Classification Title: Administrative Assistant II	Position Number: 811-110-5358-001
Incumbent Name:	Working Title: Administrative Assistant II	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit: Executive Office	Reporting Location: Sacramento
Supervisor's Name: David Edwards	Supervisor's Classification: Chief Deputy Director	CBID: R01
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
HR Analyst Approval:	Date:

### General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

### Position Description

The Executive Office provides the direction and leadership necessary to plan, develop and administer programs and activities in the Office of Environmental Health Hazard Assessment (OEHHA). Other functions provided by the Executive Office include legal support to various programs, legislative analysis and liaison, and communication and public information support.

Under general direction of the Chief Deputy Director (CDD), the Administrative Assistant II (AA II) supports the Executive Office by performing various administrative duties that carry a high degree of responsibility. The AA II carries out assignments on his/her own initiative without detailed instructions; serves as the OEHHA-wide lead



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for workshop/webinar planning and organization; provides administrative support in expert panel appointments; periodically acts as the point-of-contact when members of the Executive Office are absent; drafts correspondence to respond to inquiries to the Executive Office; conducts complex administrative actions which may be sensitive and specialized (e.g., contracting, meeting coordination, travel, hiring support) and develops and maintains effective working relationships with entities within the California Environmental Protection Agency and with private and external government agencies, authorities, boards, and commissions, as well as the public. Specifically, under general direction of the Chief Deputy Director (CDD), the AA II will perform the following tasks and other related work:

### **Essential Functions (Including percentage of time):**

- 25% Acts as the administrative lead for the Executive Office. Develops human resource and contracting for activities within the Executive Office. This includes preparing Requests for Personnel Action; updating and drafting duty statements; drafting justifications to support establishment of positions, reclassifications, and special human resource projects; preparing onboarding materials and onboarding staff; tracking leave balances and certifications for the Executive Office, Office of the Chief Counsel, and Office of External and Legislative Affairs. Draft student hiring packages to support recruitment for Executive Office vacancies by conducting searches and drafting correspondence to prospective candidates. Develop materials for reorganization packages; complete supply orders; draft contracts to support Executive Office activities. As needed, track activities with the appropriate administrative contacts across OEHHA to ensure completion of these tasks occur in a timely manner. Serve as the Executive Office liaison with the Administrative Services Division and the Program Support Section in the Division of Scientific Programs. Human resource and contracting activities of the Administrative Services and Scientific Programs Divisions will be performed by staff within those Divisions and generally not by the incumbent.
- 20% Schedules meetings, arranges travel; and tracks tasks for the Executive Office involving the Director, CDD, Chief Counsel, Deputy for External and Legislative Affairs and Racial Equity and Environmental Justice Coordinator. Schedule meetings and identify meeting venues, in coordination with OEHHA programs, CalEPA, CalEPA boards and departments, other agencies, stakeholders and the public. Plans, coordinates, and makes travel arrangements which includes booking plane flights, hotel rooms, and rental cars. In coordination with the traveler, coordinates, and inputs travel information into CalATERS to process reimbursements in a timely manner after travel is completed. Compiles the necessary receipts and documents needed to complete the travel reimbursement request and prepares travel materials for final approval. Develops travel justifications for in state and out-of-state travel. Meets with the Executive Office regularly and coordinates and maintains the calendar of scheduled formal public meetings (e.g., Committee meetings) and events such as workshops.
- 15% Acts as the workshop, seminar, webinar, training, and Scientific Guidance Panel meeting coordinator and organizer. For hearings, coordinate with staff from the Office of the Chief Counsel. These tasks include coordinating across OEHHA programs to identify possible dates for the events, reserving rooms, scheduling Zoom, Teams or other hybrid meeting options, working with the information technology and building audio visual teams to ensure the technical needs for the event are met, organizing pre-meetings to discuss run of show and technical needs with the program staff, and being present on the day of the meeting to handle logistics such as registering attendees, collecting comment cards and coordinating with the technical and program team on meeting logistics. Organize and arrange travel for external attendees, as needed, to support program staff, and coordinate on this task with the Program Support Section in the Division of Scientific Programs. Coordinates OEHHA's all-staff meetings including securing venue locations for meetings not convened in OEHHA Sacramento or Oakland offices.



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- 15% In support of the appointment process for advisory committees, works with the Director to facilitate identification and selection of new members and reappointment, as appropriate, of existing members. The committees include the Carcinogen Identification Committee, the Developmental and Reproductive Toxicant Identification Committee, the Scientific Guidance Panel, the Scientific Review Panel (SRP), the committee that will review the work of the New Toxicology Evaluation Section and ad hoc committees. This support includes tracking the appointment starting and expiration dates for each committee or member, identifying, with enough lead time, the need to find candidates for positions, and drafting appointment memoranda for the Governor's Office and CalEPA Secretary. With the exception of the SRP, this also includes scheduling meetings to interview prospective appointees by the appropriate officials, working with the OEHHA librarian and technical staff to perform searches to identify viable candidates, and prioritize candidates for interview.
- 10% Develops correspondence to support the Executive Office in responding to formal requests from external stakeholders or other agencies or departments within and external to CalEPA. Remediates documents using CommonLook, Adobe, and Microsoft to ensure that they are accessible by users with impairments. On behalf of the Executive Office, responds to requests and inquiries from the CalEPA Office of the Secretary, other Boards, Departments and Offices (BDOs). Maintains and updates, as needed, the OEHHA Style Guide. Tracks, suggests edits and coordinates with the webmaster on updates reflecting changes to the membership of the Executive Office to ensure webpages and organizational charts are up to date.
- 10% Participates and engages in REEJ related trainings and activities that will promote strategies and policies for advancing (REEJ) in OEHHA. Collaborates with REEJ manager to coordinate administrative tasks and logistics that will internally support specialized recruitment efforts. This will include supporting the launch of an external mentoring program for students and interns from predominantly disadvantaged communities to intern at OEHHA and learn about professional opportunities within state government as part of an agency wide effort to diversify our workforce and train youth. Collaborates with internal working groups to promote REEJ practices.

**Marginal Functions (Including percentage of time):**

- 5% Screens and directs incoming calls/emails and visitors for the CDD to the appropriate staff. Provides training to support staff on administrative procedures. Serves as back-up support and coverage for administrative support staff as needed. As directed to do so by the Executive Office member, serves as point of contact for that members when they are out of office.

**Typical Physical Conditions/Demands:**

Use of computer for extended periods of time using the keyboard, mouse, and monitor.  
Prolonged sitting at a workstation for extended periods of time proofing large volumes of documents, reports, and responding to incoming phone calls.  
The Executive Office staff is casual but also professional in appearance and demeanor.

**Typical Working Conditions:**



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OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Work is in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. May be required to travel to other locations for business related needs as necessary.

**Special Requirements of Position (Check all that apply):**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

**Explanation:**



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### Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
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### Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date
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