



Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Operations/Administration
Classification	Associate Governmental Program Analyst (AGPA)
Working title	Executive Assistant
Position number	418-100-5393-XXXX
Prepared date	05/15/2024
Effective date	
Name	

General Statement

Under the general direction of the ODI Director, the Executive Assistant (Associate Governmental Program Analyst) provides administrative, clerical, and strategic support to ODI's Director. This position performs a variety of administrative tasks, including attending applicable meetings, creating and maintaining computer and paper records, preparing and tracking correspondence, scheduling meetings and travel, organizing and maintaining calendars for executive staff, and compiling and preparing background information on highly sensitive departmental and programmatic areas and issues.

Essential Functions

%	Description
35%	<p>ODI Director scheduling</p> <ul style="list-style-type: none"> ● Plan, schedule, and manage conference calls, meetings, and events in order to maintain a well-organized calendar for executives to ensure efficient time management and prevent scheduling conflicts by utilizing calendar software (e.g. Google Calendar, Microsoft Outlook) for both virtual and in-person events. ● Effectively communicate and cooperate with agencies, groups, and individuals in connection with departmental activities to ensure smooth collaboration and information flow using email, phone, and video conferencing tools like Zoom or Microsoft Teams. ● Prepare relevant correspondence, communications, presentations, and other documents to ensure clear and professional communication with the aid of Google tools or Microsoft tools.
35%	<p>ODI Director Administrative Support</p> <ul style="list-style-type: none"> ● Research and develop briefing, background information, action items, notes, agendas, etc. for meetings, conferences, speaking engagements and other events by gathering relevant documents and information and compiling applicable materials. Where applicable and when requested, take meeting minutes, and distribute to appropriate parties.
15%	<p>Administrative Communication Support & Process Improvement</p> <ul style="list-style-type: none"> ● Work with the ODI Director to support the execution of strategic priorities by assisting with the preparation of internal policies, internal and external reports, memoranda, etc. ● Identify, recommend, and develop new systems and processes to streamline executive programmatic operations, such as improving documentation processes and refining communications pathways.
10%	<p>ODI Director Travel Coordination, Planning, and Expense Management</p> <ul style="list-style-type: none"> ● Independently arrange and record in-state and out-of-state travel – including making airline, ground transportation, and hotel reservations, preparing maps and directions to events/meetings, compiling agenda and supporting background information, and preparing the comprehensive, detailed itinerary. Assist the Finance Analyst and Travel Coordinator with the preparation of all out-of-state travel documentation relating to the Director. ● Complete and process all related travel expense claims utilizing Concur.

Marginal Functions

%	Description
5%	<ul style="list-style-type: none"> ● Maintain the confidentiality of sensitive information. ● Perform other assignments and duties as appropriate and required. This may include transportation, organizing daily agendas, and ensuring ODI Director can appropriate time for meals and personal matters.

Supervision Received

The Executive Assistant (AGPA) reports to the ODI Director. Will receive direction from the ODI Director. May receive occasional direction from the Chief Deputy Director.

Supervision Exercised

None.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Occasional travel may be required to attend meetings offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date