

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

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| RPA NUMBER 26790 | DGS OFFICE or CLIENT AGENCY California Arts Council (CAC) | |
| UNIT NAME Office of the Executive Director | REPORTING LOCATION 2750 Gateway Oaks Drive, Ste 300 Sacramento, CA 95833 | |
| SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm | POSITION NUMBER 352-120-5358-xxx | CBID R01 |
| CLASS TITLE Administrative Assistant II | WORKING TITLE Administrative Assistant II - Telework Option | |
| PROPOSED INCUMBENT (IF KNOWN) | EFFECTIVE DATE | |

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The California Arts Council's mission is to advance California through arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The CAC believes the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of bringing arts and creativity to all Californians.

POSITION CONCEPT

Under the direction of the Executive Director (ED), the Administrative Assistant (AA) II in the ED Office will independently perform a variety of administrative tasks and special projects to assist the Executive Director in carrying out his/her duties and responsibilities. The AA II will assist the ED by analyzing policies and practices to determine and make amendments to ensure compliance with control agencies, regulatory and legal mandates, and best practices. In addition to providing recommendations and strategies, this roll will assist with the implementation.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|--|
| 35% | Acts as the personal assistant to the Executive Director by performing a wide variety of administrative duties. Coordinates and processes conference registration, travel advances, excess lodging requests, travel expense claim forms as appropriate. Responsible for booking travel arrangements in to CI Azumano. Creates, tracks, and analyzes schedules and calendars for all meetings, appointments and speaking engagements. Serves as lead coordinator of Out-Of-State travel blanket requests. Research, collect, |

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|------------|--|
| | evaluate, and analyze staff requests to present to Executive leadership for approval. |
| 35% | <p>Analyze, plan, and implement public meetings of the Council to ensure they run seamlessly by continuously providing consultative services to Executive Management as well as to eleven appointed Council Members from areas all over the State of California.</p> <p>Independently create and/or gather reports, memorandum, and other materials supplied by CAC staff for Council review and provides editorial oversight as needed.</p> <p>Conduct new Council member orientation and create and monitor systems to track mandatory Council member training. Staff the Executive leadership team on Council committees or subcommittees, including the Executive Committee. Draft, prepare and post Council meeting agendas and minutes in conjunction with the Public Affairs team, CAC policies and procedures, and the Bagley-Keene Open Meeting Act.</p> <p>Serve as the filing officer for Council members for the Fair Political Practices Commission (attend FPPC filing officer training, notify filers of requirements and deadlines, collect and log Form 700 notifications, track council member compliance via electronic files, etc.). Independently perform the responsibilities outlined in the Handbook for State Agency Filing Officials and Filing Officer; review the agency Conflict of Interest Code list of designated positions and filing categories every two years for accuracy; revise the Conflict-of-Interest Code to accurately reflect the agency positions and disclosure categories.</p> |
| 20% | <p>Coordinate the assembly and delivery of Council meeting packets. Creates requests for the ordering of necessary supplies and materials relating to the meeting packets.</p> <p>Liaise with Council Members and caterers to ensure refreshment requirements are met and paid for timely. Process and create the booking of meeting rooms or spaces, coordinates setup, including audio/visual arrangements in collaboration with Public Affairs and Information Technology team members. Prepare, maintain and update the confidential council roster. Responsible for distribution of Council Member Handbooks to Council members. Photograph and/or live-tweet off-site events throughout the state.</p> |
| 5% | Participates in agency activities to advance racial equity in state government in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan and Strategic Framework to ensure public affairs policy and objectives are fulfilled. |

MARGINAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|--|
| 5% | <p>Supports the Executive Director and the Race and Equity Manager as needed.</p> <p>Performs other duties as required in alignment with the Administrative Assistant II classification specification.</p> |

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework in accordance with DGS's Telework Policy and will be required to report to the office located at 2750 Gateway Oaks, Suite 300 Sacramento, CA 95833 for shifts and/or office meetings as well as overnight travel is required. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel

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computer applications, telecommunications equipment, Internet, voice mail, etc.

- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require overtime.
- May require 5-10% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|
| | | |

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
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