

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Executive Secretary I	OFFICE/BRANCH/SECTION Office of Civil Rights/Executive Branch	
WORKING TITLE Division Chief Secretary & Administrative Support	POSITION NUMBER 913-088-1247-001	REVISION DATE 09/18/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Deputy Director of Office of Civil Rights (OCR), a Career Executive Assignment (CEA C), the incumbent serves as the Assistant to the Deputy Director of OCR. The incumbent will lead various administrative tasks and duties, relieving the Deputy Director and/or Assistant Deputy Director (SSM III) of routine administrative detail. This position requires a high level of confidentiality and responsibility, in addition to specialized knowledge of the Department's operations and organizational structure; awareness of current issues; and an ability to establish good working relationships to represent the Deputy Director and the Department in contact with high-level state/federal agencies, the State Legislature, the Governor's Office, and numerous external organizations. This position handles highly sensitive issues, which require the incumbent to exercise a high degree of initiative, tact, and the ability to make recommendations of major consequence relating to the determination of administrative action. The incumbent must maintain a proactive, open, and solution-focused mindset, successfully and independently lead assignments and tasks, effectively communicate with internal and external stakeholders, strive to master specific competency and skill levels, and perform well in a fast paced, multitasking environment. The incumbent must demonstrate a high degree of independence, initiative, and responsibility in performing the following job duties:

CORE COMPETENCIES:

As an Executive Secretary I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Review, prepare and analyze documents, reports, and/or issue files needed for meeting based upon knowledge of subject matter. Maintain communication and ensure adherence to administrative policy and procedures so the Deputy Director and/or Assistant Deputy Director are notified of all schedule changes and have all documents and briefing material prior to activities. Brief the Deputy Director and/or Assistant Deputy Director on actions taken during his/her absence. Represent the Deputy Director and/or Assistant Deputy Director in matters of administrative policy and procedures pertaining to activity, event, and meeting requirements, including the Deputy Director's and/or Assistant Deputy Director's presentation needs and talking points. Serve as main point of contact for Deputy Director events. Perform intake assessment for all incoming event and meeting requests for the Deputy Director. Coordinate and lead resources, deliverables, and due dates in preparation for Deputy Director event/meeting attendance. Work closely with Public Information Office staff to develop talking points and other materials to support the Deputy Director's participation. Responsible for producing summary of event/meeting, operational files and reference and resource materials for the Deputy Director.
30%	E	Provide strong communication and organizational skills to schedule and maintain the Deputy Director's and/or the Assistant Deputy Director's calendars effectively and independently. Schedule meetings internally and externally and coordinate the Deputy Director's and/or Assistant Deputy Director's activities, including working with other agencies, groups, and individuals. Independently arrange for all activities, events, meetings, transportation, and itineraries for the Deputy Director and/or Assistant Deputy Director. Ensure the Deputy Director and/or Assistant Deputy Director's priorities are appropriately reflected in their calendar. Review subject matters and ensure appropriate entities, including local partners and district/division staff, are in attendance. Makes all airline, hotel and car reservations and manages all aspects of the Deputy Director's travel. Prepares Travel Expense Claims (TEC), travel advance requests, prepares non-State sponsored conference forms when necessary and prepares Request for Revolving Fund Check when applicable.
20%	E	Reviews and edits outgoing correspondence for content, compliance with Department policy, format and grammatical construction. Provides functional guidance to staff as to routing, format and proper signatures. Maintains confidential files and suspense files on correspondence and reports assigned to staff by the Division Chief and follows up to ensure deadlines are met. Manages the Director's Office Tracking System (DOTS) based application for the Division. Complies with procedures and guidelines related to DOTS and other Director's Office requirements. As the Division Liaison of DOTS, incumbent is responsible for processing and monitoring tasks assigned to the Division (i.e., create task assignments; post task results, and edit a correspondence tracking document, etc.).
10%	E	Evaluate material for the Deputy Director's and/or Assistant Deputy Director's personal reply; coordinate with and provide consultation to the Deputy Director, Assistant Deputy Director, and Division Chiefs. Determines the priority level of documents based upon knowledge of current Departmental priority issues. Review all outgoing correspondence and documents prepared by other staff for executive staff signature, for accuracy and content while ensuring correspondence meets departmental protocols and is consistent with administrative and Department policy and practices. Keep the Deputy Director and/or Assistant Deputy Director apprised of all documents signed in his/her absence. Maintain confidential and administrative files.
5%	M	Monitor potential administrative changes and advise the Deputy Director's and/or Assistant Deputy Director regarding their possible effect on departmental programs. This includes preparing notes, determining/assembling necessary materials for meetings, updating manuals of procedures for the Office of Civil Rights, revising department administrative policies and procedures, and providing training as needed on the administrative processes for staff.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of departmental organization, activities, goals, policies, and procedures. The incumbent must have the ability to maintain confidentiality regarding dissemination of that information upon receipt of inquiries from the public and Department staff. Must have working knowledge of commonly used software programs (i.e., Adobe Acrobat, Microsoft Office). The position requires the ability to perform difficult administrative work. The incumbent is responsible for relieving the Division Chief of administrative detail. This position must work independently to carry out assignments. This incumbent will provide briefs of reports; composes correspondence independently or from instructions; guides the work of other support staff; interprets manuals/handbooks and applies the information accordingly. Exercises good judgment and tact in dealing with a wide variety of people and interests; understands and prioritizes work assignments; communicates clearly and effectively, both orally and in writing. Organizes, maintains and accesses files and records in a short period of time; adequately responds to multiple requests for assistance in a timely and positive manner; follows oral and written instructions from the Deputy Director, Assistant Director, Office Chiefs and staff in a prompt and effective manner; and applies professional courtesy in all situations. This position requires the ability to multi-task by being flexible to manage changing priorities, work under pressure, meet time-frames, and organize a variety of assignments. Must be punctual, dependable, and have good work habits. This position must be capable of understanding a wide range of program issues, some of which are often sensitive, and independently assess the appropriate use of the information. Must be able to perceive needs and problems that arise in the office, determine appropriate courses of actions, and act accordingly.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Actions at this level affect the Department and Director's image and the ability to produce desired results. Good judgement, tact, and the ability to communicate effectively are expected of the incumbent. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

Maintains communication with all levels, including executive management, Districts and programs within the Department, public and private agencies. Maintains communication with special transportation interests external to the Department, including federal and State legislators, staff of the Governor's Office and Business, Transportation and Housing Agency and high-level transportation stakeholder organizations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires interaction with many individuals and the ability for employees to work together in a cooperative manner. The incumbent will have to adapt their behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must deal effectively with pressure while maintaining focus and remaining professional even under adversity. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office (in a modular workstation) under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Occasional travel to meetings, districts or construction field offices may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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