

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1728-001		MCR / HCR 1
DIVISION / UNIT Administration Warden's Office		CLASSIFICATION TITLE Executive Assistant		
		WORKING TITLE Executive Assistant		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 11/1/2024	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
Researches confidential and sensitive departmental or program issues; using microcomputers and/or video display terminals, accesses inputs, revises and extends information contained in the data banks; screens, redirects and/or responds to telephone calls and written inquiries from the Governor's Office and Legislature and other high level contacts on behalf of the Administrator; maintains the administrator's working schedule and calendar; develops and implements computer-based management information systems for the administrator; implements computer-based office management systems; follows up on projects and requests assigned to programs; as delegated by the administrator, reviews materials submitted by programs for format, content and grammar; develops or assists in the development of office workload and planning standards, staffing requirements and budgets; prepares and signs correspondence in the absence of the administrator; directs the activities of the support staff of the administrator's office; supervises subordinate staff; establishes office procedures and operating systems; provides and/or directs the typing and secretarial support services for the administrator.				
GENERAL STATEMENT				
Under the general supervision of the Warden, the Executive Assistant provides a high level of confidential administrative and secretarial services and analytical support on sensitive departmental and program issues in the management of the institution. The majority of duties are carried out independently, utilizing a high level of initiative and sound decision-making skills.				
ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING (other duties may be assigned as necessary):				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%	Acts as liaison between the Warden, departmental/institutional staff, the community and public officials regarding highly sensitive and often critical issues. Takes dictation and accurately transcribes correspondence and documents on a variety of highly sensitive and confidential issues (i.e., investigations, performance reports, etc.). At the direction of the Warden or Chief Deputy Warden, research, analyze, compile data, materials, reports and prepares responses for their signature on requests or assignments from Institutions Division (i.e., Publications Requests, Incident Reports, Lockdown Reports, Award Nominations, etc.). When needed, develops specific systems to manage the flow of information and statistics related to the aforementioned. Prepares informational memorandums and bulletins to all staff (Now Hear This) and responds to staff requesting approval of information on various issues (i.e., conversion of leave credits, results of shooting review investigations, permission to bring personal property on grounds, etc.). Screens special reports and/or studies submitted for Warden's review and			

030-261-1728-001

action (i.e., Court status Report, 837 Incident Reports, District Attorney Referrals, Litigation Status Reports, Employee Relations Officer Status Reports, Return to Work Status Reports, Incarcerated individuals Work Training Incentive Program Reports, Daily Activity Reports, etc.). Performs other special projects as assigned by the Warden or Chief Deputy Warden including the collection, compilation and analysis of Corrective Action Reports, mini-audits conducted throughout the institution and project priority listings from Education and Plant Operations and other departments.

- 20% Maintains tracking systems to ensure compliance with due dates on assignments to staff. Maintains logging systems to monitor status of all incoming and outgoing mail to and from the Warden (i.e., assignments, hiring packages, 647's, Travel Expense Claims/Travel Advances, 954 Intra-office Requisitions, complaints received from incarcerated individuals and the public, etc.). Maintains Warden's calendar and updates daily to schedule and confirm meetings and conferences. Makes all travel arrangements, prepares travel advances and travel expense claims. Maintains schedule for conference rooms. Reviews documents and correspondence prepared by staff for the Warden's signature for completeness, format, accuracy and composition. Provides direction and training to all secretaries within the institution regarding packaging of correspondence, proper use of formats for letters and memos, grammar, spelling, routing and other procedures. Researches, collects and assembles information to be used as briefing and/or reference material by the Warden at Executive Staff meetings, Warden's monthly meetings, Warden's regional meetings and speaking engagements in the community for various organizations.
- 10% Develops, schedules, coordinates, and conducts quarterly meetings with institution secretaries and monthly meetings with Division Head secretaries. Prepares lesson plans and agendas to coordinate with training and resources provided at said meetings. On a daily basis, provides secretaries with support, information and assistance. Makes recommendations to the Warden regarding suggestions and items discussed at secretary's meetings to improve the workflow and information within the institution, between all institutions and headquarters. Authors two pages on a monthly basis for the In-Service Training bulletin for the purpose of providing additional training to all secretaries. Indirectly supervises the Office Assistants and Office Technicians assigned to administrative staff who directly report to the Warden (Employee Relations Office, Litigation, Administrative Assistant, Investigations, In-Service Training and the Chief Deputy Warden). Coordinate and confirm coverage for the Warden's Office and Administrative Officer of the Day.
- 10% Screens/evaluates complaints from staff, incarcerated individuals and the public and assigns to the appropriate Division Head. Receives/screens visitors and telephone calls and refers them to appropriate staff member or department within the institution. Personally handles irate and emotional visitors and telephone callers requesting to speak to the Warden. Briefs the Warden on priority issues and agencies, the general public and incarcerated individual's family members. Responsible for developing, establishing and modifying, as needed, office management procedures (i.e., routing, packaging, computerized tracking systems, manual logging systems, secretarial handbook, etc.).
- 10% Investigates and develops responses to inquiries for Warden's signature utilizing the Departmental Operations Manual, California Code of Regulations Title 15, Deering's California codes Annotated, etc. Composes and signs letters on behalf of the Warden or Chief Deputy Warden on a wide variety of other issues such as written confirmation to community functions/events, meeting notices to staff, requests for information from Wardens, public inquiries, etc. At the direction of the Warden, researches incarcerated individuals cases by contacting unit staff in the institution (i.e., records, appeals, counselors, etc.) and prepares information to the Warden with recommendation.
- 10% Acts as backup and support for Administrative Assistant (AA) in his/her absence. On occasion, the Warden redirects the AA on special assignments. The Executive Assistant is responsible for handling phone calls, staff inquiries, providing direction to the Office Assistant, etc. Acts as staff resource/liaison for complex and sensitive institutional and personnel issues (i.e., irate/emotional staff that's under investigation, receipt of adverse action/letter of instruction, staff appearing for skelly hearings/State Personnel Board hearings, etc.). Other duties as required include supervising incarcerated individuals in absence of the Office Technician, conducts tours for dignitaries within or on behalf of the Warden (i.e., Mexican Consulate, law enforcement, legislators, etc.). Acts as the scribe in the Emergency Operations Center during the Disturbance Control Exercise.

030-261-1728-001

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I: In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Executive Secretary or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office technician. Or II: One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician. Or III: Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance; keep difficult records; make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling; and communicate effectively.

MATHEMATICAL SKILLS: Ability to make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to analyze situations accurately and take effective action; to direct the work of other support staff; perform difficult clerical work; perform minor administrative assignments independently; understand and carry out directions following a minimum of explanation.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to prioritize job tasks, be flexible, and to perform tasks under time constraints; to maintain regular attendance and be punctual; type at a speed of 45 words per minute; and handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official; business English and correspondence.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
 Frequently: Involves 1/3 to 2/3 of workday
 Occasionally: Involves 1/3 or less of workday
 N/A: Activity or condition is not applicable

Standing: Occasionally - stands for periods of time to file/refile documents, at the copy machine, and other office machines.

Walking: Occasionally - has to walk approximately 10 feet to enter the Warden's office or to use the copier, fax machine, and shredder several times per day.

Sitting: Constantly - sits at a desk or computer table.

030-261-1728-001

Lifting: Frequently - lifts files weighing a few ounces and sometimes files weighing up to five pounds or more. In addition, reams of paper are pulled off shelves for fax machine and copy machine.

Carrying: Occasionally - carries files weighing up to five pounds from the filing cabinet to the desk area.

Stooping/Bending/Kneeling/Crouching: Occasionally - stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Frequently - will be utilizing a keyboard and reaching for items such as the telephone and files.

Reaching Overhead: Occasionally - reaches overhead to pull/refile documents, obtain reams of paper for the fax machine and/or copy machine.

Climbing: Occasionally - Climbs steps throughout the institution during the performance of regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - has to push/pull to open the file drawers and desk drawers.

Crawl: N/A

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - is using hands and wrists in the handling of documents and files.

Driving Cars: N/A

Hearing/Speech/Sight: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. The employee will frequently use hearing and speech to interface with institutional, headquarters, and other institutions' staff, as well as members of the public.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Executive Assistant works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Executive Assistant utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, Dictaphone, date stamp machine, and the usual office supplies.

COMMENTS: Work hours are 0730-1700, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE