

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Administrative Assistant I	OFFICE/BRANCH/SECTION D95/Legislative Affairs	
WORKING TITLE Executive Liaison	POSITION NUMBER 900-095-5361-924	REVISION DATE 10/10/2023

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Chief of Staff of Legislative Affairs, the incumbent will perform various tasks including, but not limited to, identifying alternative solutions to problems, disseminating information, monitoring the processing of inquiries, letters, proposals and analyses, managing briefing packages and correspondence for the Director, providing exceptional customer service to the public, government agencies, legislators, stakeholders, and internal programs, division and districts, while managing the Assistant Deputy Director of Legislative Affairs' daily schedule. The incumbent will support the Assistant Deputy District Director of Legislative Affairs and Chief of Staff, with support provided to the Division Chief of Legislative Affairs and other managers as needed and directed by the Chief of Staff.

CORE COMPETENCIES:

As an Administrative Assistant 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	<p>Independently reviews, assigns, and prioritizes incoming correspondence, including confidential and sensitive material, to determine its placement in the internal process and if the material should be immediately flagged for the Assistant Deputy Director. Independently conducts research and analysis of State and Federal laws, regulations, standards, and business best practices to advise and facilitate the Executive team in developing District policies, procedural guidelines and work standards, District objectives, and resource allocations. Assists in the research, analysis, and compilation of information to finalize formal correspondence, reports, and legislative plans. Conducts research and final edits on analyses, proposals and a variety of documents assigned by the Assistant Deputy Director.</p> <p>+ -</p> <p>The incumbent will make recommendations regarding the resolution of complex, technical, and confidential issues, inquiries, and requests for information. The incumbent will handle the most complex and sensitive issues which arise in the implementation of programs or negotiations with agencies and the Legislature while exercising independent judgment in the release of confidential and sensitive information. The incumbent will ensure concise and well-written analyses, letters, reports, and proposals by conducting a final edit before submitting to the Director's office or the California State Transportation Agency (CalSTA).</p> <p>The incumbent will provide support to the Assistant Deputy Director to prepare and coordinate additional Executive Board participation and presentations required.</p>
30%	E	<p>Schedules and maintains appointment calendar for the Assistant Deputy Director and other management as needed, committing time to meetings based on knowledge of their needs and time constraints. The incumbent will prepare agendas and adjusts as necessary to scheduled meeting times and relieves the Assistant Deputy Director and Legislative Affairs management of routine administrative details. Prior to scheduled meetings and appointments, obtains pertinent material and information from staff for the Assistant Deputy Director, Division Chief and Chief of Staff's review. Attends meetings and conferences, takes and/or summarizes notes into minutes and distributes minutes. Creates weekly schedule for the Assistant Deputy Director, Division Chief and Chief of Staff, and forwards as appropriate. Coordinates statewide legislative teleconferences, prepares agenda/handouts, and ensures room reservations and video conferencing needs are met.</p> <p>Receives and screens all incoming calls and visitors, including officials from other governmental entities, the Legislature and their staff, the California State Transportation Agency (CalSTA), the Governor's Office, the business community and the general public. When appropriate, personally provides the requested information, or refers to appropriate Legislative Affairs or Federal Liaison staff based on knowledge of the Division's responsibilities and Departmental policies and procedures. The incumbent must determine which calls the Assistant Deputy Director and Federal Liaison must personally address or whether the call requires an immediate response, and by whom. The incumbent updates and maintains departmental phone lists, statewide legislative analyst and legislative member and staff phone and email group lists.</p>
15%	E	<p>The incumbent will coordinate responses to correspondence including complaints, politically sensitive issues, and external communication using the Director's Office Tracking System (DOTS). The incumbent will identify key issues, prepare and coordinate responses, and identify action items and track them through completion in DOTS. The incumbent will develop and maintain a working knowledge of the DOTS and utilize the system to direct districts, programs, and divisions, including assigning, coordinating, and communicating all responses for the DOTS in a timely manner.</p> <p>Processes legislative analyses and enrolled bill reports, ensuring they are appropriately copied and filed in a timely manner. Updates legislative reports and maintains Capitol Track. Maintains office filing system for Legislative Affairs and updates/purges files per the record retention schedule. Prepares files for archiving and processes the required documentation to ensure compliance with the Legislative Affairs portion of the records retention schedule.</p>
5%	E	<p>The incumbent will perform other duties in support of the Division as assigned by the Assistant Deputy Director or Chief of Staff.</p>

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise but may provide general direction and guidance to staff regarding correspondence and office

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processes to ensure consistency in the Division.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge and understanding of the formal and informal aspects of the legislative process. The incumbent must be sensitive to the political and personal needs of legislators regarding individual biases, constituents, and interest groups. The incumbent must become familiar with the political and sensitive transportation issues facing the Department, with special knowledge of maintenance-related matters. The incumbent must be able to independently analyze complex issues and make recommendations regarding recommended positions on legislation.

The incumbent must have a basic knowledge of the Department's organizational structure, with primary emphasis on the Maintenance Division's roles and other maintenance activities, and the relationship between various functions in Headquarters and the Districts and be knowledgeable of the Department's mission, vision, goals, and programs.

The position requires excellent oral and written communication skills. The incumbent must have the ability to effectively communicate with various levels of management and staff, both in person and through written and oral communications. The incumbent must have the ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from Department management and internal and external customers in a timely and effective manner.

The incumbent must have strong critical analysis skills and be able to guide ad hoc working groups consisting of staff at all levels through complex, sensitive issues. The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action, and make objective recommendations.

The incumbent must have the ability to develop cooperative working relationships; reason logically and creatively; and utilize a variety of analytical techniques to resolve complex legislative issues. The incumbent must have the ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes recommendations on proposed legislation. Poor judgment or inadequate preparation could result in adverse legislative action (e.g., passage or failure of legislation); not recognizing the full impact of legislation; confusion regarding the Administration's position on a particular bill; or avoidable conflict with an individual legislator, interest group, or other State department. Errors in judgment and decisions could lead to conflict with legislators, their constituents, or their staff and could leave the Department vulnerable to unnecessary legislative scrutiny and criticism.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with Department staff at all levels; legislators; legislative staff; committee consultants; other governmental agency representatives; other State, regional, local, and federal agencies; and other external stakeholders. The incumbent must be able to represent the Department with competency and integrity at meetings on pending legislation. Failure to remain informed of existing and proposed legislation and departmental operations could result in poor articulation of the Department's public policy, embarrassment for the Department, and unfavorable media coverage and possible reaction from the State Legislature or Governor's Office, affecting departmental credibility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must exhibit professionalism and self-assurance amid fast-paced and sometimes chaotic conditions. The incumbent

must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display/monitor, or while attending meetings. Some walking is required.

The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. The incumbent must have the ability to adapt to changing priorities and to complete tasks or projects with short notice. The incumbent must deal effectively with pressure and maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent must have the ability to make oral presentations and competently represent the Department with internal and external stakeholders.

The incumbent must be flexible and adaptable to changing policies, rules, and regulations as they relate to legislation. The incumbent must be open to change and grasp the essence of new information and have the ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce and ensures that the organization builds on these differences and that all employees are treated fairly and equitably.

WORK ENVIRONMENT

While at the base of operations, the employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The work environment is fastpaced

and busy and requires considerable flexibility in managing time, priorities, and assignments. The work can be demanding

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and/or stressful. The incumbent will be using a keyboard/mouse and video display/monitor. Frequent walking trips to the Capitol and nearby offices is required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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