

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION <b>Executive Assistant (temporary help)</b>		POSITION NUMBER <b>530-001-1728-904</b>	MCR <b>1</b>	RPA # <b>DSC15-038</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE <b>2/10/15</b>	DIVISION/SECTION <b>PPT/Executive Office</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: <b>R01</b>
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Cindy Messer</b>	SUPERVISOR'S CLASSIFICATION <b>Deputy Exec Officer, PPT</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>2/10/15</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: <b>Under the direction from the Deputy Executive Officer for Planning, Performance &amp; Technology (PPT) including other senior-level executive staff, the temporary help Executive Assistant provides staff assistance on sensitive departmental and program issues including analytical and clerical support for PPT and Executive Office staff.</b>				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
<b>45% (E)</b>	<b>Assist with scheduling of calendars for Deputy Executive Officer for PPT and senior-level executive staff. Coordinate time-sensitive meetings with Council staff, consultants, stakeholders, and other State and federal officials by determining the availability of meeting attendees and the date and time to schedule meeting, and notifying attendees of chosen date, time, location, and subject. Coordinate meeting preparations including room reservations, equipment, room setup, and preparation of meeting materials for monthly Council meetings and other agency meetings. Coordinate other projects for the Deputy Executive Officer for PPT and senior-level executive staff to help meet deadlines. Attend internal/external meetings, take notes, and prepare meeting summaries. Maintain correspondence log and paper and electronic files of Council correspondence and distribute to appropriate Council members and staff.</b>			
<b>20% (E)</b>	<b>Research confidential and sensitive issues related to the Council; assist with executive-level tracking systems; follow up on projects and requests assigned to programs; review and type documents for appropriate format, content and grammar; and prepare response to correspondence as needed. Provide clerical and analytical support to staff within PPT and the Executive Office as needed, such as large mail merge mailings; research names and contact information for various groups, and prepare spreadsheets for mail merge mailings.</b>			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Cindy Messer</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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20% (E)	Make travel arrangements for staff within PPT and the Executive Office staff as needed including the preparation of travel expense claims in compliance with established travel rules before submittal to Accounting Office. Maintain travel folders and files for all travel and meeting arrangements.			
15% (E)	Handle callers and visitors and make or return calls for staff within PPT and the Executive Office staff as needed, which includes interacting with a variety of entities, such as State and federal officials, stakeholders, and consultants. Back up clerical support for agency.			