



Classification: Administrative Assistant II	Position No. 150-5358-001
CBID: R01	Office: Executive Office
Date Prepared: May 2017	Division: Executive Office
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Executive Director (ED) and Chief Deputy Director (CDD) of the California Energy Commission, and based on the ED’s authority, responsibility, and policies, the AA II performs a variety of administrative duties, in addition to providing lead direction over other Executive Office Executive Assistants and serves as the Office Manager. This position requires sensitivity to confidential matters: independence of action, analysis, and initiative; and a thorough knowledge of the organization and modern office methods. The incumbent works cooperatively and tactfully with Executive staff, Commissioner’s Offices, Governor’s Office, and legislative staff.

WORKING CONDITIONS: Work is performed indoors in an office setting requiring the incumbent to sit, stand and/or walk.

DUTIES AND RESPONSIBILITIES:

- 40% Relieves the ED and CDD of administrative detail and coordinates the flow of information and involvement of the ED and CDD in policy and program issues. Maintains system of official delegations of authority; participates in staff meetings as necessary; develops agendas and supporting documentation for meetings; prepares back up materials needed for meetings each day; obtains and prepares extensive information from departments, groups, and individuals to assist and prepare the ED and CDD in advance of their meetings, conferences, and speaking engagements; drafts correspondence by identifying, gathering, and preparing information from various sources; and reviews and proofreads all outgoing correspondence prepared for the ED and CDD’s signature to ensure conformance with commission policies. Provides lead direction over the Executive Assistants in the Commissioner’s offices and functions as the office manager. Organizes, schedules and conducts regular meetings with the Executive Assistants. Prepares agenda and gathers background information to conduct meetings. (E)
- 25% Coordinates, reviews and prioritizes all commitments for the ED and CDD; prepares and reviews all calendar requests for the ED and the CDD with the authority to independently schedule or cancel any given commitment. Coordinates all travel arrangements, itineraries, and travel claims, including justifications for the ED and CDD. Screens all telephone calls and visitors to the Executive Office. Maintains all files for the ED and CDD; updates policy manuals with the Executive Office. (E)
- 20% Functions as a technical advisor to the ED’s immediate staff in the preparation of correspondence requested by the ED and the CDD. Prepares letters and memorandums for the ED’s and CDD’s signature. Reviews incoming correspondence, identifies priority items and assigns to staff for action or preparation of response for ED’s and CDD’s signature. Handles all controlled correspondence from the Governor’s Office and the Natural Resources Agency; assigns correspondence to appropriate Deputy Director for reply; keeps suspense file and tracks all correspondence. May sign documents in the absence of the ED and CDD, when appropriate. (E)

DUTY STATEMENT



- 10% Follows-up with professional staff on assignments and requests made by the ED and CDD to ensure timely completion. Handles confidential information appropriately, including controversial matters. Serves as liaison between Governor’s Office, the Natural Resources Agency, the Legislature, and other state agencies. Maintains a tracking process log for assignments from ED and CDD. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Vacant Employee Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Robert P. Oglesby Executive Director Date