



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Administrative Assistant II		
Working Title Administrative Assistant	Position Number 696-004-5358-901	Effective Date June 2024

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. The Commission also advises and assists the Secretary of the California State Transportation Agency and the legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission is also an active participant in the initiation and development of state and federal legislation that seeks to secure financial stability for the state's transportation needs.

GENERAL STATEMENT

Under the general direction of the Deputy Director of Administration and Financial Management, the incumbent serves as the Administrative Assistant to the Executive Director (ED) and the Chief Deputy Director (CDD). The incumbent will be expected to perform various administrative tasks, relieving the ED and CDD of administrative detail. The position requires a high level of confidentiality and responsibility, in addition to specialized knowledge of the Commission's operations and organizational structure; awareness of current issues; contact with high-level state, federal, and local agencies, the legislature, the Governor's Office, and numerous other external organizations. This position requires 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.

Specific duties and activities include, but are not necessarily limited to:

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TYPICAL DUTIES

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

30% (E) – To provide administrative support to the ED and CDD, the incumbent:

- Assists and advises the ED and CDD and relieves them of administrative detail.
- Provides strong communication and organizational skills to effectively and independently schedule, maintain, and coordinate the ED's and CDD's complex calendars.
- Independently schedules and coordinates all activities, events, meetings, transportation, and itineraries for the ED, CDD, Commissioners, Committee Members, and Commission staff.
- Coordinates the ED's, CDD's, and Commissioners' activities, including working with internal and external agency groups, such as other state and local agencies, the Governor's Office, the legislature, and various transportation groups.
- Reviews agendas and documents for meetings and events to ensure appropriate entities and stakeholders are in attendance. Ensures the ED's and CDD's priorities are appropriately reflected on their calendars.
- Arranges and develops agendas and documents for meetings and events with legislators, government officials, and stakeholders.
- Independently monitors and updates weekly status meetings to provide itineraries for upcoming weeks and identifies conflicts pertaining to the ED's and CDD's schedules.
- Reviews and tracks all Commission and Committee meeting agenda items and ensure they are in line with administrative policies.
- Independently works with other agencies, groups, and individuals in connection with the coordination of Commission activities.
- Briefs the ED and CDD on actions taken during their absence.
- Prepares, finalizes, distributes, and maintains electronic and hardcopy official Commission correspondence.

30% (E) – To make administrative decisions consistent with the Commission's policies, the incumbent:

- Analyzes, evaluates, and interprets administrative policies and procedures, makes recommendations for changes, and assists with the implementation of new procedures.
- Researches administrative topics and compiles information/data for presentation to the ED, CDD, and Deputy Director of Administration and Financial Management.
- Consults with and interprets matters of administrative policy to operating programs.
- Reviews the activities of programs to determine conformance with administrative policies and develops criteria for evaluating the effectiveness.

Administrative Assistant II
May 2024

- Reviews and evaluates incoming correspondence and reports from Commissioners, the legislature, media, and the public to determine priority and significance.
- Analyzes and evaluates all material for the ED's and Deputy Director of Administration and Financial Management's reply or signature, including consultation with the ED and Deputy Director of Administration and Financial Management.
- Researches internal and external sources to resolve issues, answer questions, verify accuracy of data, and distributes information to appropriate internal and external employees, clients, and other stakeholders.
- Stays abreast of and determines priority level of documents based on current events and "hot" issues that may impact the Commission.
- Initiates memoranda on, and drafts responses to, the more difficult, policy-related issues and correspondence.
- Independently and effectively responds to requests and inquiries and moves information forward to appropriate staff when necessary.
- Reviews and analyzes all Commission outgoing correspondence and documents prepared by other staff for executive staff's signature, ensuring consistency with administrative policies.
- Investigates, researches, and prepares administrative reports, including compiling factual data.
- Develops and maintains confidential and sensitive materials and files.
- Researches issues regarding compliance with Conflict-of-Interest reporting and other applicable requirements.
- Works on special projects designated by the ED, CDD, and Deputy Director of Administration and Financial Management.

20% (E) – To ensure travel requests and travel expense claims are in accordance with the State Administrative Manual policies and procedures, the incumbent:

- Independently arranges and coordinates in-state and out-of-state travel and logistics for the ED, all Commission staff, Commissioners, and Committee members. Makes transportation (airline, train, bus, rental car, etc.) and hotel reservations and provides directions and maps.
- Prepares travel itineraries, travel advances, travel expense claims, and accounts receivable for the ED, all Commission staff, Commissioners, and Committee members.
- Processes, submits, and documents travel expense claims and warrants received in remittance thereof for the ED, all Commission staff, Commissioners, and Committee members.
- Independently prepares the Commission's annual out-of-state travel blanket for submission to the Governor's Office for approval.

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Administrative Assistant II
May 2024

- Prepares and maintains the Commission's travel procedure manual and provides training as needed.
- Provides support to executive assistants of Commissioners, the Department of Transportation, and the California State Transportation Agency (CalSTA) pertaining to travel coordination.

10% (E) – Serving as the initial contact for the Commission, the incumbent:

- Answers a multi-line telephone system and receives and screens incoming calls.
- Greets visitors, including Commissioners and staff from CalSTA, state and local partners, the legislature, and the Governor's Office.
- Creates, updates, modifies, edits, and maintains accurate, accessible documentation of communications between Commission staff and other public and private entities and individuals. These communications may include letters, memoranda, email messages, Commission Meeting items, itineraries, rosters, and others Commission documents.
- Determines and performs appropriate redirection and follow-through on misdirected and/or inaccurately designated incoming items received via mail, delivery, telephone, email and/or fax.

5% (M) – Supports and participates in the coordination and organization of Commission and Committee meetings or other meetings, ensuring compliance with meeting procedures and the statutory requirements of the Bagley-Keene Open Meeting Act, as applicable.

5% (M) – Performs other duties within the scope of the classification as assigned.

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

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The Commission's organization, activities, goals, policies, and procedures; principles, practices, and trends of public and business administration; office management principles, methods, and procedures; administrative survey techniques and skill in their application; government functions and organization; and statistical and research methods.

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Ability to: Think clearly and quickly to solve problems; establish and maintain cooperative working relationships; carry out assignments independently; speak and write effectively; compose clear and concise correspondence, reports, and technical documents; communicate professionally and tactfully; maintain confidentiality when dealing with information and materials; multi-task; use good judgment in organizing and prioritizing workload to ensure deadlines are met; identify requests for information and direct those requests to the appropriate parties for response and/or resolution.

DESIRABLE QUALIFICATIONS

- Demonstrated experience working in an executive office and working with public meetings.
- Demonstrated ability to work independently with a high degree of initiative and interact effectively with the Commission, other state and local agencies, the legislature, the Governor's Office, and stakeholders.
- Demonstrated ability to establish and maintain effective, cooperative, and professional working relationships.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to meet competing deadlines and changing priorities in a fast-paced, challenging environment.
- Proficient in personal computers, Microsoft Word, Excel, and Outlook.
- Familiarity of various web-based and virtual platforms.
- Familiarity with the Commission's mission, organization, policies, and procedures; federal and state laws and regulations; concepts and terminology relating to transportation planning; and sources of funding for transportation programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCE OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for state and local projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the public, and outside vendors and contractors.

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WORK ENVIRONMENT

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

While at their base of operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Occasional travel to meetings and hearings may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to sit for long periods of time using a keyboard and video display terminal to review and access information.

Mental: The incumbent must have the ability to multitask, adapt to changes in priority, and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships and respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically.

Administrative Assistant II
May 2024

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation.

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's Name

Employee's Signature

Date

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

Supervisor's Name

Supervisor's Signature

Date

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