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| Classification: Executive Assistant | Position No. 130-1728-934 |
| CBID: R04 | Office: Public Advisor |
| Date Prepared: December 21, 2017 | Division: Small Offices |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

Under the directions of the Public Advisor, the Executive Assistant performs a variety of administrative, analytical and secretarial tasks, acting independently and taking appropriate action on matters relating to the overall operation of the office. Other duties emphasize coordinating the activities of the Public Adviser and assisting the Public Adviser in resolving sensitive issues and establishing office procedures.

WORKING CONDITIONS. Work is performed indoors in an office setting. Required work hours are 8:00am to 5:00pm.

DUTIES AND RESPONSIBILITIES:

Administrative/Analytical Duties

- 20% Research, analyze and provide supporting information regarding California Energy Commission (Commission) programs, issues, policies and procedures in response to inquiries from the public and assignments from the Public Adviser. Research often requires that pertinent information from text such as the Warren Alquist Act, Government Codes, Application for Certification, reports, correspondence, etc. be extracted and summarized. Research may also require that statistical information be gathered, updated and presented in reports, charts, etc. and presented in a format to facilitate public understanding and participation in matters before the Commission.
- 15% Analyze Commission Public Notices and Agenda items to determine which items need services from the Public Adviser’s office to facilitate public participation, makes sure the Public Notice is mailed to the appropriate mail list and the deadline is met. Provide supporting information regarding Public Notices to assure that Public Adviser’s review is timely.
- 10% Prepare and/or direct draft correspondence for the Public Adviser. Reviews outgoing correspondence, manuals and documents for content, grammar and format. Signs correspondence for the Public Adviser when appropriate.
- 10% Gather information for preparation for meeting with the public and researches issues prior to, or resulting from, these meetings and assures that materials issued by the office of the Public Adviser adequately address the issues.
- 5% Initiate, write, analyst and update procedures for processing information for the Public Adviser’s Office. Determines when office procedures no longer meet the need



to encourage public participation, analyzes the problem, and develops alternative to be approved by the Public Adviser, implements and follows through to make sure the new procedures meet the needs of the Public Adviser's Office.

- 5% Review daily Public Adviser's calendar to determine back-up materials needed; and as appropriate, researches and coordinates with Commission Project Managers and lead-staff to assure that the Public Adviser and Office of the Public Adviser assemble and respond to the public.
- 5% Appear before the public in lieu of the Public Adviser, communicates the role of the Public Adviser's Office effectively.

Secretarial Support

30% Maintain Public Adviser's calendar, schedule appointments and screens telephone request providing independent follow-up as necessary. Makes all travel arrangements for the Public Adviser.

Review incoming mail and routes appropriately. Composes replies to general correspondence.

Review/process correspondence and materials from Dockets.

Develop and maintain office/project files to facilitate public inquiry. Establish and maintain files. Orders office supplies, schedules equipment maintenance, prepares office travel/training forms.

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| 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 | | | |
| _____ | | _____ | |
| Employee | Date | Supervisor | Date |