



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** ADMINISTRATIVE ASSISTANT I  
(*Will consider an Executive Assistant*)

**TENURE:** PERMANENT

**TIME BASE:** FULL-TIME

**SALARY:** ADMINISTRATIVE ASSISTANT I –Range A \$3,824 - \$4,788  
EXECUTIVE ASSISTANT – Range A \$3,438 - \$4,303

**LOCATION:** ENERGY RESEARCH AND DEVELOPMENT DIVISION

**FINAL FILING DATE:** UNTIL FILLED

## ENERGY RESEARCH AND DEVELOPMENT DIVISION

The California Energy Commission's Energy Research and Development Division supports public interest energy research and development that will help improve the quality of life in California by bringing environmentally safe, affordable, and reliable energy services and products to the marketplace. The Energy Research and Development Division administers several clean energy research and development programs that drive innovation and advance science and technology. Research includes buildings end-use energy efficiency; industrial, agriculture, and water efficiency; renewable energy and advanced generation; energy transmission and distribution; natural gas pipeline integrity; energy-related environmental research; and electric and natural gas-related transportation.

## DUTIES AND RESPONSIBILITIES

Under the direction of the Deputy Director (DD) and Assistant Deputy Director (ADD), with wide latitude for independent action, the Administrative Assistant I performs responsible administrative detail work. The Administrative Assistant I will independently take action based on limited instructions, identifying significant administrative issues and problems, and recommend action to Division management. The incumbent works cooperatively and tactfully with Executive Office staff, Deputy Directors, Commissioners, Governor's Office, legislative staff, as well as other state, federal and municipal agencies and departments. The incumbent will:

- Gather and summarize data and develop reports and various information requests of the DD and ADD. Research problems and issues related to the DD's and/or ADD's position or responsibilities and recommend courses of action. Review and analyze data, reports or agendas for upcoming meetings and prepare briefings. Attend meetings and take necessary action on decisions made. Research and assist the DD and ADD on departmental program issues of a sensitive or confidential nature.
- Serve as the primary communication link for the numerous requests for meetings with the DD and ADD and respond to calls from the public, which may include controversial issues. With knowledge of the Energy Commission and the DD and ADD's management position and responsibilities, provide factual information verbally. Responsible for responding, with tact and diplomacy, to inquiries of a non-technical nature, independently determining when to refer inquiries to appropriate staff and/or other agencies for additional action, and composing and finalizing correspondence on behalf of the DD and ADD.

(Cont'd.)

# JOB OPPORTUNITY BULLETIN

(Cont'd.)

- Independently responsible for managing a variety of critical and time sensitive projects on behalf of the Division. Provide management or coordination for special projects as needed. Review all correspondence prepared for the DD and/or ADD's signature for adequate response to issues, and consistency with administrative policy.
- Prepare in-state and out-of-state travel arrangements and expense claims for the DD and ADD and their designated management team. This includes compiling data for travel itineraries and travel expenses.
- Analyze incoming correspondence and direct assignments of a technical nature to appropriate divisions for action, update computer file to show time commitments, products or action required, lead time required, and any interaction.
- Serve as Administrative liaison and the space and equipment coordinator for the Deputy Director and Assistant Deputy Director's Office which entails researching, selecting, and ordering of new equipment and furniture and the requisitioning of all publications for office use.
- Other duties as required consistent with the specification of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- High level administrative support experience in a public service and/or business environment.
- Experience in personnel and fiscal management.
- Knowledge of office management principles, methods, and procedures.
- Ability to think clearly and quickly and analyze and solve problems of organization and management.
- Assist/mentor administrative support staff of an administrative office.
- Establish and maintain cooperative working relationships.
- Carry out assignments without detailed instructions.
- Ability to speak and write effectively.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

**SUBMIT APPLICATIONS TO:**

California Energy Commission  
 Personnel Services Office  
 Attn: RPA #300-350  
 1516 9<sup>th</sup> Street, MS-3  
 Sacramento, CA 95814  
 Phone: 916-654-4305

California Relay (Telephone) Service for  
 the Deaf or Hearing-Impaired  
 From hTDD Phones: 1-800-735-2929  
 From Voice Phones: 1-800-735-2922

[personnel-services@energy.ca.gov](mailto:personnel-services@energy.ca.gov)