

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.RPA-
GOE -002

1. DGS OFFICE OR CLIENT AGENCY Little Hoover Commission	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Student Assistant
4. WORKING HOURS/SCHEDULE TO BE WORKED 40 hours per week, M-F between the hours of 8 a.m. and 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 327-100-4870-921

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the executive director the incumbent will contribute to projects undertaken by the Little Hoover Commission by performing research for the executive director and project managers and by performing administrative tasks related to organizing hearing and meetings related to Commission projects.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
40%	ESSENTIAL FUNCTIONS Performs research for the executive director and project managers in order to provide information for Commission studies, using a wide range of resources, including the Internet and libraries and in accordance with instructions and direction from the executive director and project managers.
20%	Assists in compiling and analyzing statistics in order to provide information for Commission reports, using organizational, computer and graphic design skills, and at the direction and with instruction from the executive director, deputy executive director and project managers. Assists with Commission studies, using writing, analytical and computer skills, and in accordance with instructions and direction from the executive director, deputy executive director and project managers.
20%	Assists in organizing and attends Commission meetings in Sacramento and occasionally out of town and takes notes on the discussions in order to provide information for project managers and Commission studies, using writing and analytical skills, and in accordance with instructions and direction from the deputy executive director and project managers.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>MARGINAL FUNCTIONS</p> <p>10% Drafts correspondence, at the direction of the executive director or deputy executive director or project managers, to Commissioners and/or other persons, using writing and grammar skills and a personal computer, in order to communicate or ask for information regarding commission studies and meetings.</p> <p>5% Assists in producing and distributing Commission reports, at the direction of the executive director, deputy executive director, or associate governmental program analysts using the Commission's binding and mailing equipment.</p> <p>5% Assists in answering telephone calls, at the direction of the executive director, deputy executive director, or associate governmental program analysts using the Commission's six-line telephone system, in order to provide telephone answering and message-taking coverage in the absence of the administrative analyst.</p>

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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to organize and set priorities. • Ability to perform multiple technical tasks with a high degree of accuracy. • Efficiency, conscientiousness and professionalism. • High degree of initiative and originality in performing assigned tasks. • Effective written and verbal communication skills. • Knowledge of the Commission's relationship with the governor, the Legislature, and other governmental entities. • Ability to use personal computer with particular proficiency using the Internet and Microsoft Windows software programs, including Microsoft Word, Excel and Outlook. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Interest in the Commission's projects and aptitude for the work required by the Commission. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relationships with staff and interact successfully in a team environment. • Interact well with Commissioners, the public, and representatives of other state agencies. • Ability to follow direction received verbally or in writing. • Ability to maintain required job schedule. • Ability to focus attention on details and ability to follow work rules. • Strong organizational skills. • Ability to adapt easily to changing priorities and multiple deadlines. • Handle sensitive and confidential assignments with diplomacy. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Being in an indoor office environment. • Frequent daily use of a personal computer and related software applications at a workstation. • May require traveling locally and out-of-town.