

DUTY STATEMENT

GS 907T (REV. 03/03)

Page 1 of 3

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA#
BCSH
15/16-006

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Business, Consumer Services & Housing Agency	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Office of the Secretary	3. CLASS TITLE Graduate Student Assistant
4. WORKING HOURS/SCHEDULE TO BE WORKED M-F, 1:00 p.m. to 5:00 p.m., Excluding Holidays	5. SPECIFIC LOCATION ASSIGNED TO 915 Capitol Mall, Suite 350A, Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 338-001-4872-906

YOU ARE A VALUED MEMBER OF THE AGENCY'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE AGENCY 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 close supervision of the Deputy Secretary, General Counsel at the Business, Consumer Services and Housing Agency, (Agency) this position will assist in legal research and discovery. In addition the position will work with the Deputy Secretary of Fiscal Policy and Administration on a variety of administrative policy developments and updates.

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>
60%	<p>ESSENTIAL FUNCTIONS</p> <p>Litigation Support, Investigation and Analysis Under close supervision of the General Counsel, the incumbent will research legal issues and draft memoranda regarding all matters of legal questions that occur involving personnel decisions, the Public Records Act (Govt Code section 6250 et seq.), the Bagley Keene Open Meeting Act (Govt Code sec. 11120 et seq.), affordable housing, the Alcoholic Beverage Control Act (B & P section 23000 et seq), regulations and laws surroundings medical marijuana, and any other matters that present themselves from the nine departments that fall under the Agency.</p>
40%	<p>Fiscal Policy and Administration Under close supervision of the Deputy Secretary of Fiscal Policy and Administration, the incumbent will assist in various special projects, update departmental policies and procedures, including but not limited to the updating of the Emergency Functions Program (i.e. Business Continuity Plan, Technology Recovery Plan, Emergency Evacuation Plan, etc.)</p>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

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.

DUTY STATEMENT

GS 907T (REV. 03/03)

Page 2 of 3

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>MARGINAL FUNCTIONS Serve as the point of contact for all administrative tasks and handle as appropriate. Serve as back-up for various office functions to include, but not be limited to the following: answering phones; taking messages; making copies; taking documents to the Governor's Office; scheduling appointments and other duties as assigned.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: General concepts and principals involved in department assignments.</p> <p>Ability to: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • A demonstrated interest in assuming increasing responsibility, sound judgment, loyalty, and discretion. • Interest and aptitude in the work assigned. • Willingness to do routine work in order to learn. • High ethics and standards. • A positive attitude. • Ability to work in a fast pace environment. • Ability to be flexible and motivated. • Excellent attendance and punctuality. • Detailed-oriented skills. • Strong organizational skills. • Ability to interact well with others, relative tact, poise and communication skills. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment and attire. • Requires ability to effectively handle stress and deadlines. • Ability to effectively communicate, orally and in writing, with a diverse community: individuals with varied experiences, perspectives and backgrounds; the general public; private sector professionals; and, people of various levels of responsibility within state government, including members of the Governor's Office, Legislature and their representatives. • Consistently exercise good judgment.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE