

Special Assistant
Essential Task Rating Results

Task #	Task Statement
1	Advises, represents, and assists the Director or Secretariat in developing, administering, and evaluating policies, and procedures.
2	Participates and assists in directing administrative activities, including but not limited to by evaluating their efficiency in order to maintain the highest level of programmatic performance.
3	Participates with professional and technical staff in the development and achievement of the Division's program strategic objectives and priorities, to ensure alignment and integration with the Department.
4	Represents the Department at meetings and conferences with various governmental agencies, the general public, industry groups, and other stakeholders.
5	Addresses groups and presents information to various groups such as citizens, special interest groups, universities, conferences, and governmental agencies.
6	Studies and follows Federal and State legislation, by reviewing proposed legislation and regulations affecting the Division and/or Department.
7	Advises the Director or Secretariat in the promulgation, formulation, interpretation and implementation of new or revised laws and regulations including Departmental or Division legislative mandates (i.e., Food and Ag Code).
8	Performs liaison work between the Department, governmental and nongovernmental agencies, individuals, and advocate groups concerned with specific administrative, enforcement, and regulatory problems or other related issues. Participates in working groups.
9	Establishes and maintains lines of communication and secures the cooperation of Federal, State, and Local agencies to strengthen interagency consultation and sharing of information and/or programmatic activities.
11	Prepares difficult and complex correspondence and reports, including legislative bill analyses concerning a wide range of Division activities.
12	Coordinates and/or manages divisionwide/departmentwide, or statewide projects. Such as information technology projects; software and hardware deployment; classification and pay projects; and emergency planning.
13	Assists in planning, organizing, or directing one or more division units or programs.
14	Evaluates new and existing programs for efficiency and effectiveness; recommends and manages actions if performance is not at desired level.
15	Coordinates information and reports for the Director or Secretariat.
16	Gives special briefings on sensitive issues under review.
18	May supervise one or more division units or programs.

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19	Acts for the Director or Secretariat as assigned.
20	Performs other related work, such as managing contracts, contractors and the contracting/invoicing process.
21	Develops innovative approaches and solutions to issues affecting the Division and the Department.
22	Ensures management is informed of staff, team and program successes.
23	Develops or coordinates the development of the Divisions administrative budget by reviewing Division purchases, accident reports, workers compensation claims, out of state travel requests, and monthly financial reports.
24	Participates in the strategic planning process and the attainment of specified objectives.
25	Maintains and secures compliance with Division, Department and State administrative policy, practices, and procedures.
26	Collaborate and communicate effectively with staff, agencies and stakeholders.
27	Oversee Division-wide projects and ensures completion of projects by target dates.
28	Provides solution for difficult management program and administrative problems.
29	Identifies complex issues affecting the Division, and coordinates studies and investigation to provide recommendations for solutions.
31	Identifies resources and individuals within government, industry, and academia with needed expertise relating to issues of importance.
32	Evaluates correspondence addressed to the Division Director or Secretariat to assess Departmental position on proposed actions or policies.
33	Writes and reviews correspondence and position papers evaluating and clarifying the Department's position where there are diverse opinions or issues that need consideration.
34	Reviews and approves all administrative-related documents and correspondence requiring the Director's signature.
35	Coordinates personnel issues such as annual work plans, employee annual appraisal process, grievances, lay off, hiring, and disciplinary actions, travel and leave requests, maintain leave balances.
36	Provides expert-level leadership, support, supervision, mentoring, and administrative direction.
37	Communicates clearly and concisely, verbally and in writing, with superiors, peers, subordinate employees, and other co-workers to share information and contribute to the efficiency and productivity of the Division.
38	Advises Branch managers on a wide range of administrative/technical matters.
39	Represents the Division on special task forces, committees and advisory groups.
41	Develops or coordinates budget Change Proposals (BCP), Capital Outlay BCPs, Finance Letters and Emergency Fund Requests.