



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Executive Assistant**

*An Equal Opportunity Employer*

**SALARY**

\$24.56 - \$29.85 Hourly    \$1,971.53 - \$2,396.17 Biweekly    \$4,271.64 - \$5,191.71 Monthly    \$51,259.67 - \$62,300.53 Annually

**OPENING DATE:** 07/25/18

**CLOSING DATE:** 08/12/18

**THE POSITION**

**The County of Sonoma seeks a highly skilled Executive Assistant to support the Human Resources executive management team**



Executive Assistants provide support to a Department Director and other executive managers; and assist in the coordination of programs and projects on behalf of the Director and department.

**In addition to a starting salary up to \$62,300/year\*, we provide an additional cash allowance of approximately \$600/month.**

As an Executive Assistant, you can also look forward to some excellent benefits\* including:

- An annual Staff Development/Wellness Benefit allowance up to \$500, and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Retirement fully integrated with Social Security

- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- The Executive Assistant assigned to the Human Resources Department also receives an additional \$.90 per hour over the base salary listed above, as this position has been designated as "Confidential" and qualifies for confidential pay

The Executive Assistant in the Human Resources Department provides high level support by skillfully maintaining a working knowledge of priority work efforts, helping to manage scheduling and communications according to the Human Resources Director's priorities, and occasionally provide assistance to the Deputy Directors. Responsibilities include managing incoming calls, responding to requests for meetings, managing complex and often-changing calendars, drafting meeting agendas and routine communications, and performing a variety of administrative tasks. Additional tasks include making travel arrangements, submitting expense forms, creating and maintaining appropriate filing and archiving systems, and generally providing organization and confidential support to the Director.

This position also supports the County's Civil Service Commission by coordinating meetings and appeals, communicating with members and interested parties, submitting legal documents and materials to the Commission, taking minutes during the meetings, and ensuring compliance with the Brown Act. Please visit <https://sonomacounty.ca.gov/Civil-Service-Commission/> for further information.

The ideal candidate will have excellent interpersonal skills, and:

- Experience providing support to executive or other high level managers
- The proven ability to understand organizational priorities and assist the Director according to such priorities
- Discretion and the ability to maintain confidentiality, especially with sensitive personnel matters
- Excellent time management skills, with the proficiency to continuously manage multiple tasks and competing demands
- Experience taking and drafting minutes for substantial and lengthy meetings in which discussion topics vary
- Strong written and verbal communication skills, including the capability to engage and interact with audiences of all levels
- An understanding of the unique requirements of a public body reporting to elected officials
- Experience remediating documents for ADA compliance

This recruitment is being conducted to fill the current position in the Human Resources Department and may be used to fill other Executive Assistant vacancies if needed while the resulting employment list is valid. County employees who wish to be considered for future positions should consider applying to this recruitment. The Civil Service title for this position is Executive Secretary.

\*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, coursework or training in secretarial, administrative support, or business management principles and practices and three or more years of general clerical work experience will provide this opportunity.

**Performance Skills:** The ability to type accurately at the rate of 45 words per minute is required.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** the organization, services, programs and functions of the department or agency; departmental and general clerical work practices from reference materials, procedures, guidelines, written formats, and timetables to schedule events; compile, consolidate and summarize information, authorize and/or submit claims, requisitions, payroll time reports; and answer a variety of information such as work progress, routings, application of procedures to specific situations, agendas, status of account, location of materials, and coordination of clerical support and administrative functions; the functions, timetables, workload, and priority of the administrative and professional positions served; the procedures, work practices, form and routines associated with secretarial responsibilities to one or more commissions or boards if such work has been assigned.

**Working knowledge of:** modern office management techniques; the principles of supervision and office practices to instruct and provide training to secretarial and general clerical positions; office equipment and filing systems; the principal administrative employee's style of writing and thinking in order to compose routine correspondence in his/her absence and to clarify wordage or sentence structure nor necessitating review.

**Ability to:** select, understand and apply regulations, rules, procedures, office routine and work practices to a variety of clerical support and minor administrative work functions in the department or division located; exercise discretion and good judgment in coordination and performing work assigned; independently initiate, prioritize, perform or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives; coordinate the submittal of a variety of information such as resolutions, reports and appeals to be heard by commission or board members and to prioritize subject matter to be heard by content and implication as well as structural format; summarize motions, divisions, appeals, and actions presented before or taken by commission or board members and to organize and transcribe such into minutes of meetings when such work has been assigned; instruct or advise co-workers in the proper routines, procedures, office practice, or step-by-step sequence to properly compile and summarize data in order to consolidate fiscal, statistical or informational data for the use of the supervisor or to comply with procedural or administrative requirements; screen and prioritize correspondence, phone calls or visitors seeking the personal

attention to the supervisor and to refer matters which may be adequately handled by someone other than the supervisor to the appropriate person or department section; select, extract and organize a variety of information related to different department programs, services, or functions for the use of the supervisor in answering complaints, inquiries or preparing administrative reports; answer procedural, factual and semi-technical questions related to department services, programs, or functions; schedule appointments, maintain supervisor's calendar and coordinate calendared events with other departments, agencies, private concerns and affected individuals; compose correspondence in answer to routine inquiries or complaints; recognize and know the purpose of standardized forms related to department services, functions and programs; deal with the general public and co-workers in a tactful, courteous and effective manner; safeguard classified materials or contents of closed or sealed meetings; independently set-up, prepare and summarize control records such as department, division or sectional budget, expenditures, fund, or revenue records, personnel and time and leave records, production output, census and statistical records, and purchasing and inventory control records; take verbatim dictation may be required in some positions.

Ability may be required of incumbent to recognize and take verbatim dictation during board or commission meetings as need.

Ability may be required to witness and attest the authenticity of signatures, power of attorneys, or legalities of written documents or instructions.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**



- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK  
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/07-0025-O

EXECUTIVE ASSISTANT

AK

## Executive Assistant Supplemental Questionnaire

\* 1. How did you first learn about this opportunity?

- ☐ California City News
- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Sacramento
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ PASCO
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- ☐ I would also like to be considered for future part-time positions.
- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in full-time positions.

\* 3. Please describe your experience performing administrative support functions for a high-level management position, including experience organizing and managing their calendar and files. Detail your responsibilities, job titles, names of employers, and dates of employment (mm/yy to mm/yy).

- \* 4. Please describe your experience preparing and processing legal, official, or complex documents. Provide an example that best exemplifies your skills in this area.
- \* 5. Please describe your experience supporting official and/or high-level meetings and explain your role and responsibilities for the meetings.
- \* 6. Please list the major software programs (e.g. Microsoft Outlook, Word, Excel, and PowerPoint) you have used and provide a brief description of a project or task you have completed with each that best demonstrates your level of proficiency.
- \* Required Question

## COUNTY OF SONOMA BENEFITS: GENERAL\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation and sick leave accruals, 11\* paid holidays per year.

- \*For the following business units, 12 paid holidays, and an additional 8 floating holiday hours per year, and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment:
  - Salary Resolution Number 95-0926
  - Service Employees International Union Local 1021 (SEIU)

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately \$600 per month.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.