

**EXECUTIVE SECRETARY I
JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: December 7, 8 &10, 2004

Collective Bargaining Identification: R04

Job Analysis Conducted By: Libby Beall, Associate Personnel Analyst
Office of Workforce Planning and Selection

Number of Incumbents: There are 11 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated October 2004.