



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Officer II	Working Title Information Officer II
Employee Name Vacant	Position Number 799-101-5595-001
Project/Division Name Office of External Affairs	Supervisor's Name Rodger Butler
Unit Click here to enter text.	Supervisor's Classification Associate Secretary
Physical Work Location 1215 O Street 11 th Floor, MS-08, Sacramento, CA, 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the administrative direction of the Assistant Secretary of External Affairs, with guidance from the Deputy Secretary of External Affairs, the Information Officer II (IOII) performs a wide array of complex professional and technical tasks associated with the conduct of a comprehensive program to inform the public of the activities and objectives of the California Health and Human Services Agency (CalHHS), its offices and initiatives.</p> <p>The IOII will utilize new and traditional media to plan and execute proactive communications strategies for multiple audiences related to complex, technical and sensitive issues of CalHHS. The IOII should be familiar with the CalHHS mission, guiding principles and strategic priorities, organizational structure and major initiatives. The employee must also have a demonstrated positive attitude and a commitment to conduct business in a professional manner in dealing with the public and CalHHS clients and provide quality customer service to all, and be able to deal tactfully, professionally and confidentially with all internal and external customers and contacts.</p>	
Percentage of Duties	Essential Functions
30%	Respond orally and in writing to media; acts as liaison between CalHHS and Department staff and media representatives or the public. Arranges media events, interviews and press briefings. Prepares spokespersons participating in such events. Develops communications plans. Writes, edits and disseminates accurate information materials (press releases, media advisories, newsletters, factsheets, opinion-editorials, etc.). Assists in rapid response and crisis communications efforts. Researches and writes briefing materials and reports.
30%	Serves as a social media strategist and subject matter expert on social media content creation and marketing. Supports multi-platform social media efforts and develops, creates, designs and publishes content that is original, relevant, and high quality. Facilitates alignment of social media activities across office and initiatives, to ensure social media communications are timely, relevant, accurate and consistent with overall message strategies, goals and objectives.
30%	Position will utilize a content management system to update content on Agency, office and initiative websites. In this role they will respond to requests for new information to be published online from various content creators. Publish new information within a timely manner after completing review(s) of submitted information. This position will also evaluate proposed CHHS website content for compliance with the

10%	Americans with Disabilities Act (ADA), Section 508 standards, and WCAG 2.0 Standards, using a variety of diagnostic tools, such as Adobe Acrobat PDF, and federal and state guidelines for implementing accessible web content. Coordinates with content creators to ensure documents, PDFs, presentations, forms, etc. are accessible before posting to the CHHS website; conducts remediation as necessary.
	Participates in other duties as required to maintain the efficient operations of the Office of External Affairs, as appropriate for the Information Officer II classification.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

7. HRD USE ONLY

Human Resources Division Approval

<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE