



Position Details

Classification: Staff Services Manager I (Specialist)

Office/Branch: Southern California Regional Office

Working Title: Local Government and Outreach Specialist

Location: Los Angeles

Position Number: 311-730-4800-001

HR Approval Date/Initials: MP 11/18/24

CBID/Bargaining Unit: E48

Work Week Group: E

Tenure: Permanent

Time Base: Full-Time

Job Description Summary

Under general direction of the California High-Speed Rail Authority’s (Authority) Southern California Deputy Regional Director, the Staff Services Manager I (Specialist) (Local Government and Stakeholder Outreach Specialist) is responsible for providing expertise in implementing the Authority’s comprehensive government relations and public outreach program in Southern California, specifically in the Antelope Valley. The Local Government and Stakeholder Outreach Specialist will work independently to develop specialized outreach recommendations for the Southern California Regional Office through cross-functional coordination between communications, legislative, planning, strategic delivery, engineering, and environmental services teams within the Authority to maintain stakeholder relationships and develop appropriate strategies critical to early start projects and grant funding opportunities. The incumbent will serve as a liaison with external stakeholders including working groups, cities, counties, as well as business and community groups specifically in the Antelope Valley and throughout Los Angeles as needed.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E)

Stakeholder Relationships and Strategies

- Conducts highly specialized outreach to develop and maintain strategic relationships with stakeholders in the Antelope Valley region, such as elected officials, public agency staff, and business, labor, and community groups. Specifically, this outreach entails conveying information out to the public and engaging stakeholders, utilizing tools such as presentations and fact sheets to inform on project updates and progress, and framing project benefits and impacts. Utilizing both understanding of technical language and

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relationships with stakeholders, collaborates with technical teams to interpret sensitive and technical information about the High-Speed Rail project to craft, shape, and present messaging relevant to stakeholders.

- Represents the Authority at external meetings and serves as a key point of contact for critical stakeholders and groups to receive feedback concerning the scope of the Authority's priorities, policies, and plans.
- Provides personalized communication on behalf of the Southern California Regional Office and the Authority to key stakeholders to ensure the Authority's message and priorities on sensitive topics of interest to stakeholders – e.g., environmental, technical, and operational aspects of High-Speed Rail, and decisions made based in partnership with other agencies, jurisdictions, and stakeholders – are appropriately communicated in a way relevant to them.
- Formulates strategies to resolve sensitive and complex issues with stakeholders and communities regarding environmental, technical, operational, and other aspects of High-Speed Rail to ensure workable solutions for the Authority in a sensitive political environment.
- Independently provides expertise to the Southern California Regional Office and utilizes knowledge of highly specialized stakeholder relationships and sensitive and complex issues surrounding those relationships, such as environmental, technical, and operational aspects, to produce and review internal and external-facing materials to inform key stakeholders of the Authority's position on those issues.

35% (E) **Outreach Production, Management, and Logistical Support**

- Researches, analyzes, writes, and edits presentations, briefing papers, talking points, fact sheets, FAQs, and other written materials as required for high-level audiences including executive leadership, regional management, and key regional stakeholders and elected officials.
- Coordinates cross-functionally with communications, planning, strategic delivery, engineering, and environmental services teams to synthesize Southern California regional messaging, informational materials, and public-facing events that support the outreach program.
- Ensures that public-facing and internal materials accurately reflect the Authority's priorities, policies, procedures, mission, vision, and strategic goals.
- Collaborates with external consultants to ensure deliverables regarding outreach tasks, materials, stakeholder meetings, and

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supportive plans are met. May function as a lead to coordinate external technical groups and consultants if troubleshooting deliverables becomes necessary.

- Formulates and prepares written responses to constituents, elected officials, staff of cities and counties, other key stakeholder groups, and the public on behalf of the Southern California Regional Office in response to inquiries, based on sound analysis of the issues and the Authority’s policies, procedures, and position on the issue. Independently provides a recommendation to the Regional Director and Deputy Regional Director should the response be sufficiently complex.
- Prepares summaries and notes of outreach meetings, events, and contact points for distribution to team members and regional consultants, and for development into briefing materials for the Regional Director and Deputy Regional Director.
- Monitors municipal stakeholder legislative calendars for important policy and informational items involving the Authority to proactively manage outreach to the public and stakeholders.

20% (E) **Outreach Support with Contracts and Grants**

- Works with Southern California leadership to identify local contracts in support of Southern California stakeholder needs, mitigation efforts, and regional planning related to the high-speed rail. Works independently on outreach-related contracts.
- Provides outreach support to Palmdale Station planning efforts including meeting with stakeholders, documenting efforts, and advising the Southern California Regional Office. Utilizes knowledge of highly specialized stakeholder relationships and sensitive and complex issues surrounding those relationships to produce and review internal and external-facing materials to inform key stakeholders of the Authority’s station planning efforts.
- Supports the Authority’s Grant Writing efforts and station planning in Palmdale.

5% (M) **Other Duties**

- Performs other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

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Other Special Requirements Information:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as personnel and management analysis, planning, program evaluation, or related areas; program management; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity (EEO) objectives; and a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO objectives.

Desirable Qualifications

- Experience working with Antelope Valley in public agencies, counties, cities, elected officials, advocacy organizations, and other stakeholders.
- Knowledge of Southern California, its communities, and demographics.
- Experience with public engagement, public policy, government relations, public affairs, and communications.
- Experience with rail and/or transit projects and agencies.
- Experience with grant writing.
- Experience with or knowledge of urban planning.

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- Experience working in cross-functional teams and environments to drive organizational goals.
- Possess exceptional written and oral communication skills.
- Possess excellent relationship-building skills, particularly with stakeholder groups, partner agencies, and members of the public.
- Experience engaging environmental justice communities, low-income and minority populations, historically underrepresented populations, and equity priority communities.
- Ability to effectively manage and supervise multiple projects simultaneously and independently.
- Ability to analyze data and present ideas and sensitive/complex information effectively, both verbally and in writing, to diverse audiences.
- Able to resolve conflicts in a positive manner and maintain a high level of professional integrity.
- Proficiency working with Microsoft Office (Word, Outlook, PowerPoint, Excel) and Adobe Acrobat documents.

Supervision Exercised Over Others

This position does not supervise; however, at times the incumbent may perform in a lead-worker role. This position also functions as a nonsupervisory staff specialist in sensitive outreach program development. Additionally, this position collaborates with and directs the Authority's external outreach consultants.

Public and Internal Contacts

The incumbent will serve as a liaison with internal stakeholders; all functional areas within the Southern California Regional Office to include communications, planning, strategic delivery, engineering, and environmental services teams within the Authority and external stakeholders, regional consultants, elected officials, public agency staff, labor groups, working groups, cities, counties, as well as business and community groups throughout Southern California.

Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. This position is responsible for the public image of the Authority. Errors in judgement or insensitivity to pressing issues could result in poor articulation of the Authority's public policy, embarrass the Authority, and cause unfavorable media coverage and possible reaction from the stakeholders or the public. The incumbent should be able to make recommendations on various public and stakeholder issues and is responsible for ensuring that the Authority's message is appropriately communicated to stakeholders and the public. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for up to three days per week.
- c. Travel: This position frequently travels throughout the Antelope Valley to conduct outreach with community organizations, stakeholders, and the public. Some statewide travel may be required.
- d. Other: The incumbent may occasionally be required to work after hours or on weekends to attend outreach events that do not occur during the typical workday hours.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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