

**DUTY STATEMENT**

OFFICE OF EXPOSITION PARK MANAGEMENT

 Current Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Manager I	
NAME OF INCUMBENT:	POSITION NUMBER:
	314-601-4800-002
CBID/WWG/PROBATION:	UNIT NAME:
S01/ E / 12 Months	Exposition Park Management
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
SCHEDULE / SHIFT:	REVISION DATE:
	7/31/2024
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> EPA Section 608 Technician Certification <input type="checkbox"/> State Issued Uniform <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input checked="" type="checkbox"/> Medical Examination/Testing <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
See classification specifications.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>General Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Exposition Park General Manager (GM), the Director of External Affairs/Park Partnerships (DEA) will support internal and external communications including public relations, Park newsletters, and public, promotional materials. The DEA will be responsible for event and program management, as well as the tracking, evaluation, and associated impact reports. As an Office of Exposition Park Management (OEPM) mission administrator, the DEA will ensure their departmental compliance with executive/governmental orders, laws, regulations, and agreements. Success in this position is consistent with effectively fostering the interests of Exposition Park with external and internal partners and advancing the mission, goals, and strategic planning of OEPM with a commitment to procuring Diversity Equity and Inclusion (DEI) through external affairs.</p>	

Name of Incumbent

Civil Service Classification  
Staff Services Manager I

Position Number  
314-601-4800-002

Percentage of Duties	Essential Functions
30%	<p><b>Strategic Planning and Implementation.</b> Support public affairs through internal and external stakeholder management, in alignment with Exposition Park’s mission, goals and priorities. Partner with the General Manager and senior leadership on Park partnerships and internal and external engagement. Identify best practices and develop systems and processes for internal and external public affairs. Manage relationships with vendors and consultants as directed by senior leadership. Develop, plan, organize, and implement external engagement strategies to increase interest, awareness, and partnerships with Exposition Park. Execute communication and engagement strategic priorities in collaboration with OEPM departmental leadership. Identify risks/opportunities in external affairs and develop strategies to address them. Lead efforts to promote the visibility of Exposition Park.</p>
20%	<p><b>Representation and Advocacy.</b> Represent the organization to the public, including, but not limited to, community leaders, partners, and stakeholders. Serve as the key contact for policy issues and advocate for the organization in legislative and public community forums and events. Monitors legislation of interest or relation to Exposition Park and develop strategies and action memos for advocacy in partnership with Park leadership. Arrange and participate in meetings with government and private stakeholders.</p>
20%	<p><b>Community and Stakeholder Engagement.</b> Build, maintain, and expand strategic relationships with Park stakeholders and visitors. Collaborate with the State of California and local agencies to ensure compliance with regulations and other executive/governmental orders, laws, regulations, and agreements. Design and implement community engagement programs and initiatives to establish Exposition Park’s excellence in community outreach. Oversee community engagement efforts toward creating partnerships, diversifying relationships, and fostering long-term engagements. Identify market strategies to optimize potential opportunities for partnership for Exposition Park. Champion and lead efforts to invite and facilitate visits from community partners, public and governmental leaders, and external stakeholders to Exposition Park, ensuring the delivery of educational and customized experiences that meet their unique needs. Plan, coordinate, and execute special events in collaboration with OEPM staff. Prepare post-event acknowledgments and debriefs. Manage VIP participation and stakeholder engagement in events. Support and/or lead internal/external communications (e.g. public relations and production and management of newsletters, promotional materials, and other communications and public collateral). Provide strategic external affairs council to program department leads.</p>
15%	<p><b>Program Implementation.</b> Establish, develop, and run key programming and initiatives across community relations, grassroots, youth programming, and special events; supervise support staff as needed. Manage the implementation of community-related corporate partner programs. Produce impact analyses/reports on implemented programs and initiatives.</p>
10%	<p><b>Reporting, Management and Policy Compliance.</b> Manage budgets for events and programs related to external affairs. Prepare budgets and periodic progress reports for events and initiatives. Ensure overall compliance with laws, regulations, and departmental requirements. Prepares status reports, analyses and recommendation memos on external affairs and partnership activity. Manage databases and contact lists for engagement. Facilitate and lead reporting toward executive/governmental directives as they relate to external affairs.</p>
Percentage of Duties	Marginal Functions
5%	<p>Provide support to the General Manager and OEPM on administrative matters or special projects.</p>

Name of Incumbent

Civil Service Classification  
 Staff Services Manager I

Position Number  
 314-601-4800-002

4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: May work indoor/outdoor depending on task or event.	
<p><b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b></p>	
<p><b>Typical Work Environment:</b>  <input type="checkbox"/> Private Office    <input type="checkbox"/> Cubicle    <input type="checkbox"/> Shop    <input type="checkbox"/> Assigned Area    <input type="checkbox"/> Other:</p>	
<p><b>Telework Status:</b>  <input type="checkbox"/> Office-Based - 0% telework  <input checked="" type="checkbox"/> Office-Centered 20 – 40% telework  <input type="checkbox"/> Remote-Centered 60 – 100% telework</p>	
<p><b>NOTE:</b> If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.</p>	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
Directly- One (1) AGPA	
6. SIGNATURES	
<p><b>Employee's Acknowledgement:</b>                  My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.</p>	
Employee's Name:	
Employee's Signature:	Date:
<p><b>Supervisor's Statement:</b>  <i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i></p>	
Supervisor's Name:	
Supervisor's Signature:	Date:

Name of Incumbent

Civil Service Classification  
 Staff Services Manager I

Position Number  
 314-601-4800-002

7. HR USE ONLY		
<b>HR Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
	<i>JL</i>	8/9/24
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

**Form Routing:** After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.