



Position Details

Classification:
Student Assistant

Office/Branch: Strategic
Communications/Communications and
Public Relations

Working Title:
Student Assistant

Location:
Sacramento

Position Number:
311-144-4870-901

HR Approval Date/Initials: JT 1/27/25

**CBID/Bargaining
Unit:** E

**Work Week
Group:** 2

Tenure:
Temporary

Time Base:
Intermittent

Job Description Summary

Under close supervision by the Information Officer II, in a learning capacity, the Student Assistant (SA) will assist with the High-Speed Rail Authority's (Authority) comprehensive media, public records, and communications programs. In addition to assisting with research and technical work related to departmental responses to records requests received pursuant to the California Public Records Act (PRA), the SA will also assist with the development of informational materials for dissemination to the media, stakeholders, and public regarding the activities and objectives of the California high-speed rail program. While the SA will report directly to the Information Officer II, PRA assignments will be given and tracked at the direction of the Public Records Administrator. The SA will assist with other related duties as assigned and may receive direction and assignments from the Communications Manager and Chief of Strategic Communications.

Duties

Percentage
Essential (E)/Marginal (M)

40% (E) **Media Relations Support**

- Assists as a media contact for the Authority at the direction of the Information Officer II, Assistant Deputy Director, and the Chief of Communications regarding issues generally related to high-speed rail.
- Assists with the business of the Sacramento office, including notetaking at meetings, compiling daily news clips, coordinating and review of Office of Strategic Communication policies and procedures, such as revision and development of Strategic

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

Communications internal desk manual and Authority media policy documents.

- Maintains website material, internal mailing lists, and communications using various digital platforms.
- Assists with writing, and editing newsletter and social media content, strategic media responses and other written materials for both external and internal audiences.
- Assist with research, development, and analysis of briefing papers, talking points, PowerPoint presentations, and speeches, including news and video releases, media advisories/releases, fact sheets, and video scripts.

30% (E) **Public Records Act Support**

- Assists in researching, collecting, organizing, and maintaining both electronic and paper files and technical data pursuant to PRA requests, under the direction of the Public Records Administrator. Redact any confidential material prior to records releases as defined in the PRA.
- Utilizes writing and computer skills to assist in performing PRA records management tasks, including preparation of the monthly PRA Program Reports, updating of policy documents, preparation of draft documents, and assisting with correspondence management and other reports and tasks.
- Assists with planning, scheduling, and drafting materials for the department's statewide PRA training series.

25% (E) **Administrative Support**

- Assists in performing other administrative duties as assigned, such as attending meetings, editing documents, proofreading, and corresponding with stakeholders.

5% (M) **Miscellaneous**

- 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 type="checkbox"/> No <input checked="" type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

Knowledge and Abilities

Knowledge of: Elementary principles and procedures as required by the hiring department.

Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

Desirable Qualifications

- Understanding of general outreach and communications concepts.
- Strong writing and oral communications skills.
- Ability to work with a variety of people in the assigned work environment.
- Thoroughly and accurately follow written and oral instructions.
- Works within established brand and Associated Press Stylebook standards.
- Understanding of the Public Records Act process.
- Knowledge of Public Meeting Act Law and requirements, and principles of transparency in state government.
- Ability to represent the Authority in a variety of settings.
- Working knowledge of personal computer operating systems and software, including basic Microsoft Office is desirable.
- Experience researching, developing, analyzing, writing, and editing academic, informational, or news-related content.
- Experience with collateral such as PowerPoint presentations, fact sheets, newsletters, or other written materials aimed at promoting or educating the public about a program or cause.
- Experience with business tasks, including notetaking at meetings, and use of digital platforms for organization and communications.
- Experience editing and proofreading documents and corresponding with stakeholders.
- Students with academic majors in Communications, Journalism, Public Administration, or Political Science are encouraged to apply.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

The incumbent will have regular contact with the public, various levels of departmental staff, as well as representatives from other State, county, city, and Federal agencies. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

Responsibility for Decisions and Consequence of Error

The incumbent works under close supervision and performs a variety of tasks as a learner. The consequence of error is minimal and would only result in learning experiences for the Student Assistant because all work is reviewed before being finalized.

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. The 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.
- b. Telework: Part-time telework may be available for this position.
- c. Travel: The incumbent may be required to travel off-site and monitor events outside of normal business 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:
--------------------------	------------	-------

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814