Department of Consumer Affairs
Position Duty Statement
HR-041 (new 07/15)

Classification Title Information Officer I (Spec)	**Board/Bureau/Division** Communications Division
Working Title Publications Editor	**Office/Unit/Section / Geographic Location** Office of Publications, Design and Editing / Sacramento
Position Number 605-500-5601-003	**Name and Effective Date**

General Statement: Under the direction of the Information Officer II (IO II), Office of Publications, Design, and Editing (PDE), the incumbent functions independently to assist the Department and Department of Consumer Affairs (DCA) entities in developing and updating printed and web-based publications. Completes special projects. Writes articles and posts for DCA's social media accounts and Consumer Connection magazine. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

60% (E) Writes/Edits/Proofs

Edits and proofreads reports, newsletter articles, and other printed and electronic documents to ensure the information is presented accurately, logically, clearly, in correct syntax and conforms to the DCA Style Guide. Edits and proofs all types of publications, reports, charts, tables, and graphs for consistency and correctness in format and grammar. Provides statistical support, such as editing data entry information in Excel. Performs research to determine correct documentation inaccuracies in grammar, correspondence development, layout, and journalistic style. Works with stakeholders to rewrite text, as needed, to ensure their message is on target and meets audience needs. (40%)

Writes articles/posts for DCA's social media accounts (Facebook, Twitter, The DCA Page) and Consumer Connection magazine. (20%)

20% (E) Project Development and Coordination

Serves as editor and writer in the analysis, coordination, development, and timely completion of DCA publications and reports. Works with Graphic Designer IIIs and others to ensure that design accurately and logically displays text to avoid reader confusion.

Working with staff, oversees the translation of departmental publications into other languages, either through contracting with outside vendors or coordinating the work of in-house translators. Coordinates the vetting of translated publications to ensure their accuracy/quality.

20% (E) Participates in Team Meetings and Customer Service

Directly contributes to team meetings by cooperating and providing input to establish and improve team cohesion. Demonstrates sensitivity to others and to their ideas and suggestions.

Works to establish and maintain a high level of customer service and quality product output. Attends relevant training classes and applies learned knowledge to performance improvement (in all areas). Performs other related duties.

B. Supervision Received
The incumbent reports directly to and receives the majority of assignments from the Information Officer II (IO II).

C. Supervision Exercised
None

D. Administrative Responsibility
None

E. Personal Contacts
The incumbent has occasional to frequent contact with departmental staff, Assist Deputy Director and Deputy Director of Communications, Office of Public Affairs staff, Committee members, employees of other government agencies, consumers, and the general public. The incumbent has daily contact with the Information Officer II and Executive Office staff on issues that may be of a sensitive nature. The incumbent has daily contact with other DCA employees.

F. Actions and Consequences
Failure to properly perform the IO I duties could result in misinformation being provided to DCA employees, Executive Office staff, board members, the Legislature, the Governor's Office, the media, and consumers in general on a variety of mission-critical issues.

G. Functional Requirements
The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The incumbent uses a personal computer and telephone daily. Sitting and standing requirements are consistent with office work. The incumbent must occasionally walk, reach to a maximum height of six feet and stoop to floor level to retrieve or replace files, and occasionally lift up to 10 pounds.

H. Other Information
The incumbent is expected to exercise good judgment, tact, and discretion in their professional contacts and dealing with sensitive matters. The incumbent is expected to establish and maintain good cooperative working relationships with management and staff of the Department and its boards, bureaus, committees and commission, as well as with external stakeholders such as media representatives, members of the public, and representatives from other government agencies. The incumbent may be required to travel occasionally to help with news conferences and other events. The incumbent must be self-motivated, organized, and able to prioritize work assignments, possess well-developed computer skills, and meet assigned deadlines. The incumbent must be flexible regarding interruptions and changes in priorities relative to workload.The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

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 equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Printed Name

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

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Supervisor Signature Date

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Printed Name

Revised 3/2026