

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Web Content and Accessibility Compliance Analyst Division and/or Subdivision Communications		
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters Sacramento Class Title of Position Associate Governmental Program Analyst (AGPA) Position Number 541-007-5393-701 Effective Date January 1, 2020		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under direction of the Education, Outreach and Engagement Officer (Information Officer II) the incumbent is responsible for web content management and usability review of the CAL FIRE public websites. The incumbent is expected to take initiative, exercise excellent judgment, and independently perform the assigned tasks professionally and efficiently with a high level of accountability. The incumbent is expected to possess excellent communication and writing skills, understand usability and web best practices, and represent the branch in meetings with all levels of staff and management.</p> <p>The primary duties of the AGPA include, but are not limited to the following:</p> <ul style="list-style-type: none"> *Author new and/or edits existing content in plain language for translation and posting to the public-facing CAL FIRE websites. *Advise and assist program areas to create or enhance their web content to increase usability and understanding of the Department's programs and services. *Develops, maintains, organizes and coordinates, text, graphics, and multimedia content on the department's public websites. *Coordinate details and tasks for active and pending web content requests. *Solicit and organize content suggestions for various areas of the CAL FIRE websites. *Work collaboratively with program areas and Information Technology Services (ITS) to develop and implement content changes. *Establish and maintain effective working relationships with management and teams to prioritize needs, develop content criteria, identify concerns or issues, and make recommendations for editorial and content changes. *Provide daily monitoring and review of the website to ensure content is up-to-date, accurate and does not contain any technical issues, such as broken links. <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel (approximately 15%) may be required. Will be subject to work overtime during nights, weekends and or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory _____ <div style="text-align: center;">Initials and date</div>			

Percentage of Time Required

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30%

- *Ensure web content posted to the public facing websites is accessible per Section 508 and Web Content Accessibility Guidelines (WCAG), is user-friendly, and adheres to state and industry standards.
- *Use the department's designated Content Management Systems (CMS) to create and update webpages.
- *Convert digital documents from/for the website to meet WCAG compliance and monitor public website for inaccessible content.
- *Work and coordinate with programs to create, publish, correct issues and ensure compliance of website content, templates and digital documents.
- *Serve as a liaison with ITS and CAL FIRE programs/entities to assist in editing, developing, or enhancing content on the CAL FIRE websites and associated online services.
- *Oversee enforcement of security and access restrictions to CMS.

25%

- *Administer initiation, creation and design of materials in multiple formats (e.g., web and print) that prevent duplication of effort and meet audience needs.
- *Share and collaborate with programs and partners to organize an image and media library system.
- *Oversee and coordinate shared image and video collections, digitization efforts, storage, access, digital knowledge mining, digital reference services, electronic information services, search coordination, and manage the archive and its access.
- *Enforce, revise and expand both the CAL FIRE Internet and Publications Policies and processing through CAL FIRE Executive Office and Resources Agency channels as needed.
- *Oversee and direct student assistant positions in support of web and print projects.

10%

- *Stay current with best practices about writing for the web and digital communication.
- *Maintain Department style guide by working with internal units to update standards based on current industry trends.

5%

Marginal Duties
Perform other job-related duties as assigned

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