OPERATIONS
OFFICE OF LEGISLATION, REGULATIONS, AND PUBLIC AFFAIRS
OFFICE OF PUBLIC AFFAIRS

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst **POSITION #:** 472-541-5393-003

POSITION DESCRIPTION: This position will provide administrative and analytical support to assist in the development and execution of public affairs strategies for the Department of Developmental Services in the areas of targeted communication, stakeholder development, relationship building, coalition building, presentations, interagency relations and support of internal communication efforts.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under general direction of, the CEA A, Office of Public Affairs.

EXAMPLES OF DUTIES:

Essential Job Functions:

30% Draft and produce reports, summaries, updates and materials for the DS Task Force, Workgroups, and other assigned projects for communicating within the Department and Administration, and with the Legislature, legislative consultants, the media and general public. Collect and analyze data to support written reports and materials, and ensure that information is well documented and clearly presented. Monitor the progress of Task Forces, Workgroups and other projects to ensure that reports accurately capture current information, and make recommendations to management on areas that require special attention. Properly coordinate the content of reports and materials for input and approvals. Ensure meeting timelines and commitments, especially those set in statute. Actively manage the Stakeholder database(s) utilized by the Department and identify potential improvements.

25% Attend internal and external meetings, and organize and facilitate meetings and stakeholder forums, as assigned, related to Task Forces, Workgroups, and other projects. Actively participate in meetings by preparing and presenting data, materials and updates, as well as preparing agendas, talking points, presentations and materials for others to further meeting objectives. Prepare meeting summaries, track action items, and ensure that appropriate and timely follow-up occurs.

Essential Job Functions (cont'd):

25% Respond to inquiries and requests from the media, the public, other state agencies, the federal government, and other states, as appropriate, regarding Task Forces, Workgroups, and other projects, both verbally and in writing. Independently research and gather information for responses to inquiries. Assist with organizing and providing tours of State-Operated Facilities and community programs when requested. Promote positive relationships through professionalism, timeliness, and accuracy of communications with others on behalf of the Department. Refer inquiries to management or other offices or agencies, as indicated.

20% Perform other related analytical and administrative assignments, such as assisting with Public Affairs and Communications activities, social media posts and follow–up, generating and maintaining website content as needed, and supporting internal communication strategies, materials and events for DDS employees.

Marginal Job Functions: None.

WORKING CONDITIONS: Work in an office setting in an open-spaced partitioned office environment. Work on a personal computer approximately 75% of office time. Work may require irregular hours during peak workload periods and/or some overtime. Some travel is required to attend meetings and hearings at developmental centers, regional centers and other locations in California.

DESIRABLE QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Proficiency in Microsoft Word, Outlook, Excel, Access and Adobe Creative Suite.
- Ability to think clearly, analyze problems and take effective actions.
- Knowledge of departmental programs, policies and initiatives.
- Experience working with high-level managers, executives, legislative staff, stakeholders, and media.
- Ability to consistently demonstrate professionalism, tact and good judgement.
- Ability to handle sensitive and confidential information appropriately.
- Work effectively with others.

CERTIFICATION OR LICENSE: None.