STATE OF CALIFORNIA CITIZENS REDISTRICTING COMMISSION

**DUTY STATEMENT**

GS 907T (REV. 03/05)

 ***SHADED AREA FOR HUMAN RESOURCES ONLY***

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| **INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions | RPA- | EFFECTIVE DATE: |
| 1. DGS OFFICE OR CLIENT AGENCY Citizens Redistricting Commission | POSITION NUMBER (Agency - Unit - Class - Serial)  |
| 2. UNIT NAME AND CITY LOCATED Sacramento, CA | 3. CLASS TITLE Field Staff – Team Leader |
| 4. WORKING HOURS/SCHEDULE TO BE WORKED 8  to 5 .p.m. / variable schedule | 5. SPECIFIC LOCATION ASSIGNED TO721 Capitol Mall, Suite 260, Sacramento, CA 95814  |
| 6. PROPOSED INCUMBENT (If known)  | 7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 786-200-8876-XXX |

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| YOU ARE A VALUED MEMBER OF THE COMMISSION’S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE COMMISSION TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU. |
| 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONSUnder the direction of the Outreach Manager and Outreach Coordinator, the Field Staff Lead provides support for the Commission's public outreach and engagement activities and coordination with community stakeholders for their assigned region. The incumbent will ensure regular communication with local and regional stakeholders and will provide meeting materials ahead of any meetings, serve as lead for team of field support staff and students, and provide meeting summaries to the Outreach Coordinator.  |

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| 9. Percentage of time performing duties | 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group  related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)* |

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| **25%** | **ESSENTIAL FUNCTIONS** Provides support to ensure the commission’s public outreach and engagement activities occur as scheduled with all required support services for the commission and the public:* Coordinates with local and regional stakeholders to identify alternate access sites to livestream public input meeting/hearings in assigned areas;
* Tracks and reports ongoing outreach activities to Outreach Coordinator;
* Participates in meeting scheduling, conducts outreach meetings, manages follow up action items with community stakeholders and Commissioners, and compiles meeting summaries;
* Assists the Outreach Coordinator in scheduling, coordinating and promoting opportunities for virtual educational presentations/meetings for the Commissioners in assigned outreach zone;
* Provides follow up to virtual educational presentations/meetings including obtaining recordings and coordination with Commission staff to ensure they become accessible to the public;
* Promotes public input meetings/hearings and the steps to participate to community stakeholders;
* Coordinates with Outreach Coordinator and Communications team to support hyperlocal media engagement.
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| 11. SUPERVISOR’S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** |

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| SUPERVISOR’S NAME (Print)  | SUPERVISOR’S SIGNATURE | DATE  |

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| 12. EMPLOYEE’S STATEMENT:***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*** |

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| **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**. |
| EMPLOYEE’S NAME (Print)       | EMPLOYEE’S SIGNATURE | DATE       |

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| **20%****15%****30%****10%** | **ESSENTIAL FUNCTIONS (continued)**Ensures the smooth and orderly operation of commission public outreach and engagement activities:* Coordinates preparation for opening, use, and closing of venue with applicable venue and facilities staff;
* Coordinates the scheduling of contracted services for the meeting including security, parking, videography, etc. according to commission procedures;
* Ensures that field and commission staff and commissioners are aware of and follow the rules for the use of the venue;
	+ - * Acts as the commission’s representative during meetings, maintains contact with venue staff; handles concerns and feedback from the commissioners, commission staff, and the public; and coordinates the correction of inadequacies;
			* Ensures regular communication with local and regional stakeholders, provides meeting materials ahead of any meetings;
* Cultivates relationships with community stakeholders through phone/zoom, email and possible in person meetings;
* Provides ongoing updates to community stakeholders on Commission meetings, Commission timeline, and opportunities to participate in the Redistricting process including public input meetings/hearings;
* Promotes and distributes Commission materials and resources to educate and activate Californians to participate in the Redistricting process;
* Monitors and compiles additional Redistricting educational events and resources from stakeholders in the field for possible promotion.

Provides support during commission public outreach and engagement activities:* Prepares materials describing venue, its rules, hours, and the available services and facilities for distribution to commissioners, commission staff, and commission contractors;
* Oversees field team’s timely submission of timesheets and travel expense claims;
* Ensures applicable invoices relative to the meeting are sent to commission administration;
* Documents issues with venue or services and submits to the Outreach Coordinator in a timely manner;
* Coordinates with other Field Staff Leads to share best practices and strategies for educating and activating Californians to participate in the Redistricting process.
* Organizes and maintains office communications, materials, and files related to the commission public outreach and engagement activities.

Serve as Team Lead for team of field support staff and students in assigned outreach zone:* Provides support with recruitment of Field support staff and student assistants as well as onboarding efforts and oversight of support staff and students.
* Organizes work and assigns duties to field support staff and students, ensuring staff and students understand their assigned responsibilities and are carrying them out correctly;
* Ensures team of field support staff and students understand and follow venue instructions for setting up and closing the event;
* Ensures team of field support staff and students understand and follow commission policy and procedures at all times;
* Ensures accurate time and attendance reporting;
* Monitors team performance providing training and correction as required, reporting incidents to Outreach Coordinator in a timely manner;
* Provides performance feedback to field support staff and students.
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|  | **In the event that COVID- 19 restrictions are lifted**, provides a primary point of contact betweenvenues and local meeting services for the commission:* + Assists in identifying venues for in person public input meetings/hearings, and available venue services and hotel accommodations for commission hearings and business meetings
	+ Contacts potential venues to ascertain availability and whether the equipment, physical setup, and personnel necessary are available
	+ Coordinates preparation for opening, use, and closing of venue with applicable venue and facilities staff;
	+ Coordinates the scheduling of contracted services for the meeting including security, parking, videography, etc. according to commission procedures;
* Coordinates communications between the venues and local meeting services and the commissioners and commission staff, facilitating the communication and problem-solving issues that arise in meeting the commission’s needs;
* Assist commissioners and commission staff with travel arrangements;
* Assists with the scheduling of commission business meetings as needed.
	+ Organizes work and assigns duties to field support staff and students, ensuring staff and students understand their assigned responsibilities and are carrying them out correctly;
* Ensures team of field support staff and students understand and carry out any applicable COVID-19 safety protocols and follow venue instructions for setting up and closing the event.

**ADMINISTRATIVE RESPONSIBILITIES** As noted in duties.**MARGINAL FUNCTIONS** In order to provide support to the development of procedures and plans related to the commission’s meetings and hearings:* Assists in the scheduling and evaluation of contracted service providers, including providing feedback to contracts staff and communicating costs and charges;
* Participates in staff meetings, providing feedback and recommendations for improving the operating procedures for scheduling and holding commission meetings;
* Responds to emergencies during meetings and off-duty hours in order to ensure everyone’s safety and maintain critical operations as directed by commission and venue policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES** Knowledge of: principles and practices for organizing and holding public meetings; methods and procedures for accomplishing multiple tasks and project activities simultaneously. Ability to: Think clearly and quickly and analyze and solve problems; work independently to resolve situations promptly and effectively; organize, allocate, coordinate, and evaluate work of personnel; present ideas and information effectively both orally and in writing; work under pressure; establish and maintain effective relationships with employees, venue personnel, and the public; manage multiple tasks and priorities. |

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|  | **SPECIAL PERSONAL CHARACTERISTICS** * Ability to work with time demands and multiple priorities.
* Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings.
* Decisive, innovative, and flexible with the ability to meet multiple demands and timeframes.
* Strongly service oriented.
* Ability to present a strong team approach, sees what needs to be done and steps up to help get it done

**DESIRABLE QUALIFICATIONS**  * Experience working with the public.
* Possess a valid California Drivers' License (Class C).

**INTERPERSONAL SKILLS***.** Displays good interaction skills.
* Interacts successfully in a team environment.
* Communicates successfully with diverse communities.
* Communicates effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
* Ability to deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** Work Environment* May involve occasional exposure to hazards or physical risks which require following basic safety precautions.
* Outdoor work may be required to prepare promotional and seasonal displays.
* May be required to stand or sit for long periods.
* Work hours may include weekends, evenings and holidays and possible overtime.
* May require exposure to groups and/or individuals with viewpoints that are oppositional to the message or perspective of the commission or other attendees
* Exposure to a range of climatic environments and traffic conditions.
* Travel may be required.

Physical Ability* The job duties may require an employee to sit or stand for long periods.
* May entail muscular strain, including walking, standing, stooping, sitting, reaching, and lifting.
* Talking, seeing, and hearing are essential to performing the job requirements.
* Common eye, hand and finger dexterity is required for most essential functions.
* Requires occasional lifting and carrying of equipment and supplies weighing up to 20 lbs.

Mental Ability* Understand, follow, and communicate safety procedures.
* Understand and provide verbal instructions
* Understand and provide written and verbal communication.
* Understanding and carry out written, oral, or diagrammed instructions.
* Deal with problems involving several concrete variables in standardized and nonstandard situations.
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|  | Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, and elementary statistics.Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with established timelines; modify plans or adjust priorities given changing goals.Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals, responsibility, and recognition.Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources,Self and career development: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; monitor one's own learning and development.Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with established timelines; modify plans or adjust priorities given changing goals.Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals, responsibility, and recognition.Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources,Self and career development: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; monitor one's own learning and development. |

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|  | Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.Using information and communications technology: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.Gathering and analyzing information: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.**Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.** |