[x]  Current

[ ]  Proposed

Civil Service Classification: Student Assistant

Working Title: Student Assistant

Division Branch Name: Office of Communications

Incumbent: Vacant

Position Number: 797-510-4870-905

Effective Date:

Conflict of Interest (COI): N

FLSA Status: Non-Exempt

CBID: E

Tenure: Temporary

Time Base: Intermittent

You are a valued member of the department’s team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workforce workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

# DESCRIPTION:

# This position will report directly to the California Department of Aging's (CDA) Communication Manager but will work closely with the Creative Services Manager. Under close supervision of the Communication Manager in collaboration with the Creative Services Manager, the incumbent provides design and technical solutions for CDA internet and social media presence, as well as print and digital media products. The tasks require the ability to reason logically, write effectively, and analyze information accurately.

# ESSENTIAL JOB FUNCTIONS:

50% As a key part of CDA's Communications team, assist with development and production of graphics, video, and audio production products, including editing, captioning, graphic design, photography, updating of websites, flyer/poster design and creating accessible documents. Assist with the development of media products that meet organizational strategic needs and effectively utilize design and publishing software, including but not limited to Photoshop, InDesign, Adobe Premiere, and Microsoft Sway.

30% Find opportunities for CDA to increase and enhance its video, social media, and website presence. Assist with website and user experience evaluation and planning, video production, and design for publications, posters, brochures, and exhibition displays.

15% Assist with special projects, communication needs, and public events as required.

# MARGINAL JOB FUNCTIONS:

5% Perform other related duties as required.

# TRAVEL: Not required

# TYPICAL WORKING CONDITIONS:

# The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

# EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

# To be reviewed and signed by the supervisor and employee:

## SUPERVISOR’S STATEMENT:

* I have discussed the duties and responsibilities of the position with the employee.
* I have signed and received a copy of the duty statement.

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**Supervisor’s Signature and Date Supervisor’s Name and Title**

## EMPLOYEE’S STATEMENT:

* I have discussed the duties and responsibilities of the position with my supervisor.
* I have signed and received a copy of the duty statement.
* I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
* I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee’s Signature and Date**

## HUMAN RESOURCES BRANCH USE ONLY:

[x]  Duties meet class specification and allocation guidelines.

[ ]  Exceptional allocation, STD 625 on file.

Analyst initials: ST Date Approved: 4/17/24

Revision Date (if applicable): \_\_\_\_\_\_