|  |  |
| --- | --- |
|  | [x] Current [x] Proposed |
| STATE OF CALIFORNIACalifornia Victim Compensation BoardRev. 09/17 |  |
| **DUTY STATEMENT** |
| EMPLOYEE | RPA # / JOB CONTROL #20-018 / 170709 |
| VACANT |
| POSITION NUMBER | CLASSIFICATION | WORKING TITLE |
| 040-130-5595-001 | INFORMATION OFFICER II |  |
| DIVISION | BRANCH | CBID | WWG |
| OFFICE OF POLICY AND OUTREACH | PUBLIC AFFAIRS AND OUTREACH | S01 | 2 |
| WORK DAYS | WORK HOURS | TENURE | TIME BASE |
| Monday – Friday  | Supervisor Discretion | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** |
| This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. |
| Conflict of Interest Classification? [x]  Yes [ ]  No |
| **DEPARTMENT OVERVIEW** |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. |
| **EMPLOYEE ACKNOWLEDGEMENT** |
| I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 Office of Civil Rights). |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | DATE |
| Vacant |  |  |
| **SUPERVISOR ACKNOWLEDGEMENT** |
| I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. |
| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
|  |  |  |

| STATE OF CALIFORNIA California Victim Compensation Board**DUTY STATEMENT**(REV. 09/17) **RPA 20-018** |
| --- |
| **GENERAL STATEMENT** |
| Under administrative direction of Office of Policy and Outreach (OPO), Deputy Executive Officer (DEO), the Information Officer II (IO II) performs a full range of supervisory duties for the Public Affairs and Outreach Section of the OPO. The IO II spokesperson is responsible for the California Victim Compensation Board’s (CalVCB) outreach, public media relations and the more difficult professional and technical tasks associated with media, public communications and outreach. |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | . |
| 40%40%10%10% | **ESSENTIAL FUNCTIONS:**Organize and implement comprehensive public relations activities for CalVCB. * Develop and evaluate strategies that positively promote CalVCB in accordance with the Government Operations Agency (GovOps) and Governor’s Office (GO) policies and direction.
* Lead the development and implementation of an annual plan for statewide communication, outreach and public relations in conjunction with the Executive Staff, the Policy and Planning Manager and the Victim Compensation Division leadership team.
* Actively pursue public visibility throughout the state for CalVCB through public advertisement campaigns, inclusion in professional journals and newsletters, public service announcements, and other means.
* Work collaboratively with program managers and executive members to ensure that all online public contacts, program content and displays are accurate and consistent with CalVCB policy.
* Direct the development and dissemination of user-friendly, plain text information across all CalVCB’s platforms using web-based content management systems, social media tools, video and graphic design technologies to promote understanding of victim compensation.
* Work with CalVCB’s budget manager in assuring all outreach efforts are accomplished within the established budget for these purposes by utilizing the appropriate on-line program.
* Coordinate all CalVCB outreach activities and attendance at conferences and other appropriate events that reach victim and provider groups, government and law enforcement agencies.
* Develop and prepare reports describing and analyzing CalVCB outreach and public relations activities.

Serve as point of contact for news media and act as a spokesperson for CalVCB.* Create and distribute press releases to members of state and national media outlets as needed.
* Act as media relations manager for incoming press calls by fielding questions and providing information.
* Manage and maintain professional relationships with members of the media and constituency groups. This includes statewide media, Capitol Press Corps, GovOps, the GO, and the public by presenting a positive helpful attitude. Keep individuals and members of the media, GovOps, the GO informed by contacting them by email and/or telephone concerning CalVCB activities as needed.
* Serve in an advisory capacity to upper management to develop communication strategies for, and to analyze public implications of, proposed actions and decisions.

Direct the coordination and implementation of internal CalVCB communications * Creatively engage staff in regular messaging from the Executive Officer and/or key management via the Board intranet.
* Develop and disseminate internal publications and ensure timely delivery of information to staff.

Perform the full range of supervisory duties including, selecting, training, developing, evaluating and disciplining subordinate staff in order to utilize and be in accordance with all State of California rules, regulations, guidelines and current union contracts.Maintain an accurate reporting, following the published guidelines of the State Controller’s Office (SCO), for issuance of correct payroll warrants of subordinate staff’s time and accurate reporting for the billing of services for clients:* Grant or deny by evaluating subordinate staff’s requests for time off or to work overtime.
* Ensure subordinate staff has sufficient leave credits available for their leave requested.
* Approve time charged to projects, leave usage, approved leave without pay (dock), absence without leave (AWOL), etc., on or before the designated SCO monthly payroll cutoff date by visual review of staff’s Absence and Additional Time Worked Report (Std. 634) to ensure the issuance of a correct SCO warrant on payday.
* Approve or disapprove entries on Std. 634 for subordinate staff within three working days after the completion of the pay period by working with Human Resources Transactions staff to ensure the proper handling of SCO pay warrants that include late dock or issuance of overtime pay.
 |
| **DESIRABLE QUALIFICATIONS** |
| * Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
* Ability to develop statistical data and evaluate results.
* Ability to apply and interpret policies, regulations, and laws.
* Ability to take and follow verbal or written direction from supervisors/managers.
* General knowledge of the VCP program to be able to establish program goals/objectives, identify/resolve program issues, etc.
* General knowledge of the formal and informal aspects of the legislative process.
* General knowledge of the department’s mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
* General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.
 |
| **PERSONAL CHARACTERISTICS and EXPECTATIONS** |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
* Demonstrated ability to communicate clearly and effectively in writing, to engage in clear communications with all stakeholders and members of the media and to recognize and appropriately address sensitive topics.
* Ability to effectively handle stress and deadlines in a fast-paced work environment.
* Ability to problem-solve and use critical and creative thinking to effectively perform work.
* Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
* Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
* Understand, follow and enforce all safety rules and procedures.
* Be supportive of management and coworkers.
* Maintain the confidence and cooperation of others.
* Ensure deadlines are met.
* Manage multiple & changing priorities.
* Maintain acceptable, consistent, and regular attendance.
* Develop and maintain knowledge and skill related to the job.
* Complete assignments in a timely and efficient manner.
 |
| **PHYSICAL ABILITIES** |
| * Typical work requires prolonged sitting using a computer and telephone.
* Common eye, hand, and finger dexterity is required for most essential functions.
* Grasping and making repetitive hand movements in the performance of daily duties.
 |