

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
COMMUNITY AWARENESS, RESPONSE AND ENGAGEMENT
DUTY STATEMENT**

INCUMBENT: Vacant

POSITION NUMBER: 420-088-4800-901

JOB TITLE: Staff Services Manager I (Specialist)

WORKING TITLE: Community Outreach Specialist

STATEMENT OF DUTIES: The Staff Services Manager I (Specialist) serves as a highly-skilled, nonsupervisory Department specialist on outreach and community engagement for the Community Awareness, Response, and Engagement (CARE) Team. The incumbent is responsible for establishing and building relationships through outreach and engagement with community based organizations, local and state agencies, faith based groups, and external stakeholders and constituencies. The Community Outreach Specialist will independently develop and manage CARE programs in support of the Attorney General's initiatives. This includes planning and developing outreach strategies; identifying and analyzing data and trends related to the Attorney General's initiatives, and developing solutions and available resources. Program assignments may change to adjust to the Attorney General's initiative priorities. The incumbent will collaborate regularly with Executive Office staff and senior department management.

SUPERVISION RECEIVED: Reports directly to the CARE Deputy Director, and receives general direction from the CARE Director.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL CONDITIONS: Ability to sit, type, rotate, and work at a computer workstation for extended periods of time. Regular travel within a specified geographic region on California required, but travel to other geographic regions may be required on occasion.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Due to the nature and operational needs of the position, it may be required to work outside of normal business hours.

ESSENTIAL FUNCTIONS:

35% Initiates, cultivates, and maintains relationships with state and local agencies, faith based groups, community based organizations, external stakeholders and constituencies, with a

special focus on historically underrepresented stakeholders (including communities of color and faith-based communities) to strategically execute outreach initiatives. Provides opportunities for diverse voices to shape the Department's activities; advances the Attorney General's vision and provides knowledge of the Department among stakeholders. Initiative areas are not static and are subject to change, but may include consumer protection, environmental and social justice, hate crimes, officer involved shootings (AB 1506); and criminal justice reform.

- 25%** Acts as a consultant and lead subject matter expert and performs a variety of specialized consultative and analytical assignments, including research, analysis, and technical assistance for sensitive and complex outreach and community engagement issues. Drafts correspondence, memoranda, and reports. Provides policy recommendations to program management. Ensures that the Department's goals are responsive to stakeholders' concerns. Recommends changes that align with the Attorney General's vision.

- 20%** Serves as a project leader and hosts informational events across California; seeks out and attends community events and meetings; meets regularly with members of the public; develops and facilitates community advisory panels, taskforces, and commissions to increase awareness and understanding of the department and the Attorney General's initiatives. Makes presentations and attends meetings on behalf of the program to provide outreach to impacted communities. Develops information materials for use in public awareness with includes, but is not limited to, brochures, outreach materials, flyers, booklets, website content, and videos.

- 20%** Travels regularly by car, plane, train and/or public transportation within a specified geographic region in California, with potential for occasional travel to outside regions, depending on operational needs.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date