

**State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT**

Division: Executive
Unit: Communications
Position Number: 401-103-5393-005 (PS 2204)
Classification: Associate Governmental Program Analyst
Working Title: Communications Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of the Deputy Director of Communications, the Associate Governmental Program Analyst (AGPA), supports and contributes to the outreach and communication efforts of the California Department of Housing and Community Development's (HCD). Activities range from routine to complex and often involve controversial topics that require a high level of professional judgement.

| % of Time | Essential Functions: |
|------------------|--|
| 30% | Independently develops and analyzes strategies for informing the public and stakeholders about HCD's programs, services, and successes. Independently identifies and creates educational and outreach materials for diverse California audiences and HCD stakeholders in coordination with external affairs and program staff, including email blasts, press releases, fact sheets, brochures, video scripts, infographics, speeches, and other informational materials. Formats materials for use on various platforms. |
| 30% | Writes, edits, coordinates, and ensures the production of special reports or projects requested by the Deputy Director of Communications and Assistant Director of External Affairs. Disseminates informational material through appropriate communications channels. Ensures that HCD information and materials reflect the priorities and messaging of HCD and the Governor/Administration. |
| 20% | Develops innovative outreach methods to educate and engage HCD stakeholders on HCD's programs and initiatives. Independently creates outreach plans, working in partnership with the Assistant Director of External Affairs. Coordinates HCD |

participation in outreach activities. Some travel required to assist with outreach events and assist with exhibit booth staffing.

20% Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

% of Time **Marginal Functions:**
None.

Special Requirements: (Define all that apply)

Travel: 5% travel may be required

Supervision Exercised: None

Conflict of Interest (COI): Not required

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: None.

Personal Contacts: The incumbent has contact, which may be of a sensitive nature, with a variety of stakeholders, which include the media, consumers, Executive staff, the Business, Consumer Services and Housing Agency, local government, state agencies and the Governor's Press Office, and representatives of many other governmental agencies.

Consequence of Error: Actions of the incumbent may impact HCD's mission and reputation. Failure to exercise tact, good judgment and courtesy in personal contacts with other departments, the public, and within HCD could have a negative impact on the effectiveness of HCD as a whole.

The incumbent is expected to use good judgment in disseminating information on sensitive issues on a daily basis and matters of a critical nature.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____
Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____
Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.