DUTY STATEMENT

Employee Name: Position Number: 580-020-5601-010

Classification: Information Officer I (Specialist) Tenure/Time Base: Permanent/Full Time

Working Title: Information Officer Work Location: 1615 Capitol Ave., Sacramento, CA 95814

Collective Bargaining Unit: R01 Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: CDPH / Administrative Division Branch/Section/Unit: Office of Communications

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources’ Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by providing up-to-date public health information to members of the media and the general public.

The incumbent works under the direction of the Information Officer II, Risk Communications / Media Relations. The Information Officer I (Specialist) serves as part of the media team within the Office of Communications and performs the more difficult professional and technical tasks associated with the conduct of a comprehensive program to inform the public of the activities and objectives of CDPH.

Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☐ Travel:
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
☐ Other:

**Essential Functions (including percentage of time)**

40%  Responds orally and in writing to media inquiries regarding public health issues and CDPH programs for review/approval by the Information Officer II. Acts as liaison between program representatives/managers and media representatives and the general public. Arranges media events, interviews, and press conferences. This includes collecting, evaluating, and distributing information from outside sources to the CDPH staff. Assists CDPH program spokespersons in preparing for such events.

40%  Plans, writes, edits and disseminates to local and statewide media information and materials (press releases, media advisories, press packets) about public health issues and policies for review/approval by the Information Officer II and/or Media Supervisor. Researches and writes briefing materials and talking points for the Director’s Office and department. Responds to requests for information from other departments and the Health and Human Services Agency.

15%  Leads risk communications activities for the Office of Communications in the absence of the Risk Communications Specialist (Information Officer II). Assists in the production and dissemination of daily news clips and daily and weekly reports.

**Marginal Functions (including percentage of time)**

5%  Participates in other work-related duties as required to maintain the efficient operations of the Office of Communications.

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.

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.)

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**HRD Use Only:**

Approved By: EJ  Date  8/31/22