

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Officer II		DWR POSITION NUMBER 0412-5595-500	SAP POSITION NUMBER 50000483	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION PAO/C&OB/Education and Interpretation Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/> S01				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Bryan Byrd	SUPERVISOR'S CLASSIFICATION Staff Services Manager II (Supervisory)	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 10/23/2023	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY</p> <p>Under direction of the Staff Services Manager II (Supervisory), Communication and Outreach Branch, the incumbent is responsible for the development, execution, and oversight of all public education and outreach programs within the Department of Water Resources' (DWR) Public Affairs Office (PAO). The Information Officer II directly supervises the staff of the Education and Interpretation Services section.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires the incumbent work as an effective communicator and creative thinker; be a skilled manager; work effectively with other PAO staff, DWR executives, internal and external partners, and the general public; analyze situations and data accurately; take independent action; make sound decisions, and supervise unit staff in support of projects and goals. The incumbent must have the ability to develop cooperative relationships and work independently and as part of a team. Incumbent must maintain consistent and dependable attendance. The specific duties include, but are not limited to, the following:</p> <p>Develop and supervise DWR's public education campaign with support of section staff that emphasizes the value of the State Water Project (SWP) and California's water challenges. Work with other members of PAO to utilize graphics, photographs, videos and exhibits to inform and educate the public about the importance of the SWP including California's unique water challenges and opportunities, and DWR's role in managing and protecting a sustainable water supply for communities. Utilize the SWP Visitors Centers to deliver a cohesive message across the entire state. Ensure education, outreach and visitor center messages and exhibits work in conjunction with DWR's mission. Oversee and manage activities within DWR for Save Our Water as outlined in the requirements for use of funds allocated to the Department yearly from designated environmental license plate funds.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Bryan Byrd		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT:		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant	TBD	PAO/C&OB/Education and Interpretation Services	
<i>Percent of Time</i>	<i>Activity</i>		
35%	<p>These funds are variable and require oversight and integration into all education, training, and outreach activities. This includes ensuring Save Our Water is included in pamphlets, presentations, tours, and educational materials to schools and outside community activities.</p> <p>Serve as the PAO point of contact for educating the community on core DWR priorities including climate resilience, human right to water, tribal affairs, and the importance and history of the California SWP. Oversee and coordinate State Water Project facility and site tours requested by government officials, State Water Contractor representatives, foreign dignitaries, and other members of the public. Responsible for collection of security documents from tour requesters and routing them to SWP security representatives and the California Office of Emergency Services (CalOES). Coordinate with PAO community education and outreach staff on appropriate tour guide, education materials, and destinations. Ensure proper notifications and clearances are in place prior to facility tours or visits.</p>		
15%	<p>Manage the DWR translation and interpretation services contract to ensure that Department of Water Resources connects with all communities in California. Coordinates and schedules interpreters for events, both virtual and in-person, and arranges for translation for documents as required for all DWR organizations/offices. Reviews contractor invoices and coordinates reconciliation and approval with the unit receiving the services to ensure accuracy and timely payment.</p>		
10%	<p>Other duties, as assigned, may include assisting in the review of Public Record Act (PRA) requests and responsive documents provided by program staff in order to meet PRA time-sensitive deadlines. May also support other Information Officers to cover assigned subject matter areas in their absence or to collaborate on special projects, events, or presentations. May also assist with community outreach and education events.</p> <p>SPECIAL REQUIREMENTS</p> <p>Must possess a valid California Class C driver's license as driving and travel is required. Occasional work outside of normal business hours and on weekends is required. Job duties may involve working in the field including work at high altitudes and/or rugged terrain under varied and sometimes difficult weather conditions.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>		

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	<p>OTHER RESPONSIBILITIES</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		