

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of the Commissioner/Office of Media Relations		DIVISION Office of the Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Information Officer I (Specialist)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-001-5601-002		CURRENT DATE 07/01/2024			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the of the Information Officer (IO) II, the Information Officer I (Specialist) is responsible for a wide variety of duties in support of the Department's media relations program, activities, and training for the Office of the Commissioner. While performing the job duties, the Information Officer I (Specialist) maintains confidentiality.

SUPERVISION RECEIVED

The Information Officer I (Specialist) reports directly to and receives the majority of their assignments from the Information Officer II. However, direction and assignments may also come from the Director of Communications and/or Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Appreciation of news values; ability to analyze situations accurately and adopt effective courses of action; demonstrated capacity for assuming progressively greater responsibility; emotional stability under stress; appreciation of the need to inform and educate the public on various phases of an agency's program; ability to establish and maintain cooperative working relations with the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 35% | Researches and responds, both orally and in writing, to questions posed by the print and broadcast media. Prepares news releases and media advisories. Maintains a thorough understanding of the Department's policies and position on specific issues. Prepares material for media interviews by the Commissioners and other headquarters staff and prepares talking points and background material for other public information officers in various California Highway Patrol Divisions. Arranges and attends media events/press conferences and keeps current on issues relative to the Department, law enforcement, state government, and the media. |
| 20% | Prepares written materials as requested, such as miscellaneous articles for publication for both in-house and outside media. Researches and drafts speeches and other public comments for departmental officials, as requested. Contacts appropriate Offices of Primary Interest to research and respond to departmental and administrative correspondence. Encourages various media outlets to utilize the Department's public service materials. |
| 15% | Serves as the primary coordinator for the Office of the Media Relations California Public Records Act (CPRA) tracking system. Prepares forms associated with CPRA requests. |
| 10% | Prepares an index of daily news clip briefings through independent research of various news Web sites. Distributes news clips/electronically to departmental personnel and the California State Transportation Agency. |
| 5% | Monitors and distributes incoming email inquiries received to the CHP Media Office in box as appropriate. |

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Information Officer I (Specialist)

388-001-5601-002

5%	Compiles and distributes the daily activity report and week ahead report.
5%	Serves as backup to the IO II in reviewing and analyzing television and film requests and providing a recommendation. Assists as an associate writer for in-house publications.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE