



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification(s): Information Officer II (Specialist)

Working Title: Communications Officer

Position Number: 535-130-5595-001

Division/Branch or Office: Communications, Office of the Secretary

Collective Bargaining Identifier (CBID): E48

Work Week Group (WWG): E

Effective Date: January 3, 2025

Conflict of Interest (COI): Yes No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the administrative direction of the Deputy Secretary for Communications, and collaborating closely with the Assistant Deputy Secretary for Communications and the broader communications team, the Information Officer II (Specialist) will act as the CNRA Communications Officer and play a key role in supporting the Natural Resources Secretary and the CNRA Executive Team by leading media relations, driving social media content creation, and coordinating high-profile events through partnering with internal teams, leadership and external stakeholders. The Communications Officer also serves as a representative of the Secretary's Office and a high-level liaison with the Governor's Office and department leaders.

While this position serves under a matrix reporting structure and will regularly work with leaders across all levels of government and the Governor's Office, the Communications Officer is responsible for prioritizing and organizing workflow, independently driving strategy, spotting opportunities, and delivering content and projects from idea to implementation.

Essential Duties

40% | Serve as key contributor and manager of CNRA's social media and content strategy

Oversee the planning, organization, and execution of a weekly content calendar that aligns with key news and events. Work collaboratively with the CNRA Communications team, build strong relationships with staff and establish a structured approach to content creation and delivery. Produce engaging digital content using video, graphic design, and compelling copywriting, as well as maintaining overall ownership of the team's digital strategy. This includes being aware of the latest trends and exploring opportunities for leveraging our story—and the stories of agency departments—as part of these trends.

30% | Issues management, media relations and executive support for the Secretary

Manage key portfolio areas and handle media relations tasks associated with their execution. This includes staffing the Secretary at key events, creating content from those events, and identifying opportunities to engage in broader conversations. Strong coordination skills are critical for serving as the link between Agency-wide communications and the Secretary's daily needs. Coordinate and draft event briefs in collaboration with other deputy secretaries, preparing talking points, identifying key messages, and contributing to speechwriting efforts.

25% | Supports and leads event planning and implementation, including digital events

Contribute to the execution of major events, offering guidance and staffing support as needed. This includes providing expertise for promotion, content development, copywriting, and overall event management. This also includes supporting or leading Secretary webinars, media events, or other related initiatives as required.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Strategic communication; writing; video production and graphic design; digital media and social media content and trends; methods used to determine needs for public information and education; techniques of preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good public relations; California State Government; principles of public administration; effective supervision; department's equity and DEI priorities.

Ability to: Organize and direct a statewide program of public information and education; write effectively; analyze data; supervise work; stimulate interest in an agency's program and secure the cooperation of diverse groups in conducting that program; understand and effectively carry out State and departmental equal employment opportunities.



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Working Conditions

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule.

Diversity and Inclusion Statement

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print):

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Tony Andersen

Supervisor's Signature: _____ **Date:** _____