



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Public Affairs	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 820 - 5595 - 014	
DIVISION/UNIT Communications/Operations & Internal Communications	CLASS TITLE Information Officer II (Specialist)	
INCUMBENT NAME Vacant	WORKING TITLE Senior Internal Communications Information Officer	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the supervision of the Staff Services Manager II (SSM II), the Information Officer II (IO II) serves as a senior internal communication specialist. The IO II is responsible for development and implementation of a comprehensive internal communications program to educate and inform CalSTRS staff.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	<p>ESSENTIAL FUNCTIONS</p> <p>Oversee implementation of CalSTRS’ Internal Communication Strategy which supports CalSTRS’ enterprise-wide Strategic and Business Plans. Oversee, research, write, edit and implement proactive enterprise communications strategies to support CalSTRS internal communications program which integrates business and communications objectives. Serve as senior project manager for executive communications and all internal publications. Develop and manage editorial calendar for all internal communications efforts.</p>	
25%	<p>Manage program direction provided by senior leadership and internal customers when implementing all facets of internal communications responsibilities. Develop comprehensive strategic communication plans with measurable outcomes for enterprise-wide initiatives. Evaluate performance of established plans and adjust direction if necessary. Coach and guide internal staff and leadership in the implementation of the plans. Oversee coordination of content and facilitation of internal staff events, such as Town Halls, to assist in enhancing the ongoing sharing of information and knowledge transfer. Identifies potential opportunities to the senior leadership on themes within the employee population and suggestions for programs or possible internal communications solutions that can be implemented.</p>	
20%	<p>Oversee, develop and implement program of training and tools to assist leadership team and managers on effective communications to support business objectives. Manage, create, write and edit project plans, timelines and materials.</p>	
15%	<p>Serve as lead internal communications specialist. Manage responses to fulfill internal communications responsibilities and opportunities. Oversee creative copy editing. Direct a planned program of staff development trainings that assist enterprise staff to understand and implement CalSTRS Style Guide and Brand Standard. Train and mentor entry-level information officer staff. Mentor new employees and work closely with Organizational Development on the content for the New Employee Orientation monthly events.</p>	
5%	<p>MARGINAL FUNCTIONS</p> <p>Participate in a team effort with other Communications staff and program staff to implement an enterprise-wide strategic communication plan and to recommend and implement creative answers to meeting the communication needs of CalSTRS members.</p>	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies.

- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values
- Interact successfully in a team environment

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS’ policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR’S NAME (Print)

SUPERVISOR’S SIGNATURE

DATE SIGNED

EMPLOYEE’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED