

25-168

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

### Section A: Position Profile

A. DATE 1/30/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Analyst I		E. POSITION WORKING TITLE Communications & Stakeholder Relations Analyst
F. CURRENT POSITION NUMBER 695-411-5157-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION CDT Communications & Stakeholder Relations - Ziggurat		I. SUPERVISOR NAME AND CLASSIFICATION Monica Hernández, Deputy Director of Communications & Stakeholder Relations
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F 8A-5P		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

### Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	<b>Organizational Setting and Major Functions</b> Under supervision of the Deputy Director of Communications and Stakeholder Relations the Analyst I performs a broad range of analytical and administrative tasks related to planning, coordination, research, and documentation for both communications and stakeholder relations program responsibilities. The Analyst I will act with a high degree of confidentiality and accuracy in written and verbal communications, logistics, and document and file management.
40% of time performing duties	<b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.) <ul style="list-style-type: none"> <li>Provides administrative and analytical support to the Communications and Stakeholder Relations teams by assisting with research, coordination, documentation, and routine analysis of program activities.</li> <li>Assists with mapping, organizing, tagging, and maintaining documents and images using designated online platforms; supports the maintenance of an organized electronic filing system for the division.</li> <li>Serves as a backup to the program SharePoint administrator by assisting with organizing, updating, and maintaining program folders and SharePoint content in accordance with established guidelines and procedures.</li> <li>Plans, organizes, and coordinates logistical and administrative aspects of internal and external meetings, forums, and events; records meeting notes, action items, and next steps, and assists with follow-up to track assigned deliverables.</li> </ul>
35% of time performing duties	<ul style="list-style-type: none"> <li>Assists with communication and coordination with vendors, internal staff, and partner teams; supports invoice reconciliation, data compilation, and preparation of routine reports for internal and external stakeholders.</li> </ul>

20% of time  
performing duties

- Drafts and maintains logistics plans and supporting documentation for meetings and events statewide, including room reservations and procurement of supplies in accordance with applicable policies and procedures.
- Monitors news media and social media metrics; compiles and analyzes basic data trends and correlations to support communications planning and provide input for content development.
- Develops, drafts, and edits correspondence, reports, memoranda, and other written materials for review and approval by management or senior staff.
- Prepares clear and concise written materials such as event briefs, informational documents, procedural guides, and summaries to support program operations.
- Drafts responses to routine public inquiries and stakeholder communications in accordance with established messaging, policies, and review processes.
- Assists with creating, updating, and maintaining content for internal and external newsletters, bulletins, and informational publications.
- Serves as an internal resource for the division and special projects as appropriate.

5% of time  
performing duties

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

- Participates in meetings and trainings as related to division and departmental needs and/or goals.
- May assist various division staff in the completion of analytical and administrative tasks.
- Perform other duties as required consistent with division needs.

**Work Environment Requirements**

- The duties of this position are primarily performed indoors.
- The employee's workstation is located at 707 3rd St, West Sacramento, CA 95605. The office is equipped with standard or ergonomic office equipment, as appropriate.
- Travel may be required to attend meetings, training classes, events, and other functions.
- The incumbent must work two full days in office on Mondays and Tuesday within the hours of 7:00 and 6:00p through June 30.
- Beginning July 1 in office work Monday-Friday is required unless otherwise negotiated or directed by the Governor.
- Off schedule hours and overtime may be required.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The incumbent reports directly to the Deputy Director of Communications & Stakeholder Relations.

**Actions and Consequences:**

The employee must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs. The employee must stay current and grow skills in basic public communications and stakeholder relations professional standards and emerging trends.

**Personal Contacts:**

The SSA is expected to effectively and professionally communicate verbally and in written form.

**Administrative and Supervisory Responsibilities:** (Indicate "None" if this is a non-supervisory position.)  
None.

**Supervision Exercised:**

None.

## Other Information

**Desirable Qualifications:** (List in order of importance.)

### Written Communication Skills

- Excellent writing, editing, and proofreading abilities
- Ability to write clearly and concisely for diverse audiences
- Strong grammar, spelling, and punctuation skills
- Experience writing various document types (reports, correspondence, policy briefs, social media, video scripts)

### Interpersonal and Verbal Communication Skills

- Strong verbal communication and presentation abilities
- Ability to communicate effectively with all organizational levels
- Customer service orientation and professional demeanor

### Specialized Stakeholder Relations & Communications Experience

- Media relations or public information experience
- Experience planning for meetings and group discussions
- Event planning and coordination experience
- Relationship management and power mapping

### Research and Analytical Skills

- Ability to gather, analyze, and synthesize information from multiple sources
- Strong attention to detail and accuracy
- Critical thinking and problem-solving abilities

### Organizational and Project Management Skills

- Ability to manage multiple priorities and meet deadlines
- Strong time management and organizational abilities
- Experience coordinating projects and tracking deliverables
- Attention to detail in maintaining schedules, projects, deliverables, and databases

### Collaboration and Teamwork

- Ability to work effectively in team environments
- Flexibility and adaptability to changing priorities
- Initiative and ability to work independently

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE

