



Classification: Information Officer II
Position Number: 880-230-5595-XXX

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 25-230-024	Classification Title: Information Officer II (Supervisory)	Position Number: 880-230-5595-XXX
Incumbent Name: Vacant	Working Title: Media Relations Supervisor	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Communications Office		Section/Unit: Communications Office
Supervisor's Name: Maria West		Supervisor's Classification: Supervisor II

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 04/03/2026

General Statement
Under the administrative direction of Supervisor II, Assistant Communications Director, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Information Officer II (Supervisory), Media Relations Supervisor is responsible for the supervision of frontline media relations staff and ensuring effective media management, message development, timely and accurate communications deliverables, customer service, office administration and training.



Classification: Information Officer II
Position Number: 880-230-5595-XXX

Essential Functions (Including percentage of time):

45%	<p>Oversee daily media relations for the State Water Board and all nine Regional Water Quality Control Boards. Ensure that accurate information is provided on a timely basis to news media and that opportunities are maximized to promote the Water Boards' programs, policies and impact. Evaluate incoming media requests and provide direction to staff on media handling as needed to further communications objectives. Organize the development, approval and distribution of press releases and media advisories on significant actions, decisions and milestones. Review media materials to ensure accuracy, consistent messaging, plain language and alignment with appropriate style guidelines. Monitor media coverage for accuracy and ensure staff pursue corrections as needed. Establish and foster positive working relationships with the media and increase outreach and relationship-building with media serving Black, Indigenous, and People of Color (BIPOC) communities. Keep Communications Office management apprised of developing issues and advise on strategic messaging and media management. Coordinate press briefings. Act as a media spokesperson as requested by leadership.</p>
20%	<p>Promote the diversity and impact of Water Boards' work through digital communications and storytelling. Oversee the development, assignment, organization and timely delivery of draft articles, photos and videos by media relations staff for Communications Office management review and publication on Water Boards' digital platforms on a weekly basis. Leverage insights from media interactions, Water Boards' priorities and staff input to maintain a pipeline of regular, compelling content, with attention to the communications needs of diverse audiences.</p>
20%	<p>Supervise, mentor and coach direct reports. Set clear expectations and accountability for employee performance, timelines, quality of work, communications, behavior, and customer service through communication, coaching, and mentorship. Provide performance feedback regularly through recurring one-on-one meetings and the Water Boards' annual performance evaluation process to acknowledge accomplishments, clarify expectations, and identify opportunities for professional and individual development. Encourage employee pursuit of ongoing training to facilitate a working culture of supportive development and continuous improvement. Review and approve employee work, as well as timesheets, time-off requests, and other administrative documents. Recruit, hire, onboard, and train new employees, in alignment with Human Resources (HR) policies and procedures and the State Water Board's Racial Equity Action Plan.</p>
10%	<p>Support and expand the Communications Office's effectiveness within the Water Boards through sound policies and practices, continuous process improvement, training for staff and good relationship management. Update and maintain press release and media management protocols as needed to provide clarity on process, expectations and timing. Ensure regular, open communication channels with Divisions, Offices and all nine Regional Water Quality Control Boards to track developments, be responsive to needs and mitigate potentially media-sensitive issues. Develop and conduct media interview training on a rolling basis to equip staff with knowledge, tools and confidence to engage effectively with the media.</p>



Classification: Information Officer II
Position Number: 880-230-5595-XXX

Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time.	
Typical Working Conditions:	
The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday as required to support core business hours. Travel will be required locally and within the state on an occasional basis as necessary to support job functions.	

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date