



**Position Details**

**Classification:**  
Information Officer I (Specialist)

**Office:**  
External Affairs and Communications

**Working Title:**  
Media and Recording Producer

**Location:**  
Fresno

**Position Number:**  
311-142-5601-001

**HR Approval Date/Initials:**  
1/13/26 MH

**CBID/Bargaining Unit:** R01

**Work Week Group:** 2

**Tenure:**  
Permanent

**Time Base:**  
Full-Time

**Job Description Summary**

Under the direction of the Manager II, the Information Officer I (Specialist) is responsible for shooting and editing video that will be used for dissemination to or used by professional media outlets, the High-Speed Rail Authority’s (Authority) website and social media applications. This position will help document current and future construction of the High-Speed Rail project, meetings, events, and produce stories about the Authority’s program. The incumbent is responsible for capturing still photos, audio, and videos and will work with all levels of staff at the Authority, consultants, staff at other state agencies, high-profile public officials, and the public.

**Duties**

Percentage  
Essential (E)/Marginal (M)

35% (E)    **Videography and Editing**

- Plans, organizes and performs technical and professional work required in producing video products.
- Develops story boards, scripts, and other written communication used in the production of multimedia videos.
- Researches and develops approach strategies and production methods necessary to produce a variety of professional quality video, audio and multi-media productions from start to finish.
- Coordinates with Information Officers in the Sacramento and Regional Offices in the development of productions materials to produce videos and packages for the Authority.
- Operates professional-grade, industry standard video cameras, lighting equipment and video hardware for on-location and studio shoots.

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- Directs and creates the technical and artistic development of video presentations including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in production, often using specialized professional-grade, industry standard audio, still, animation and compositing software.
- Produces accurate closed caption scripts, generates audio descriptions for visual-only content, provides full text transcripts, to ensure videos produced meet accessibility guidelines and requirements.
- Produces creative editing with computer-based, professional grade, industry standard non-linear editing software.
- Direct talent, narrators, and other personnel involved in various production packages.
- Prepares, produces, and coordinates material and photos/videos to be posted on the intra/internet, social media platforms and other requested uses.

30% (E) **Photography and Multimedia Content**

- Responsible for the organization of equipment, operation and production of Authority-related webcasts, live streaming and on-demand videos.
- Responsible for directing and editing Authority-related podcasts and other audio productions including drafting scripts, talking points, and standard responses to common questions.
- Takes still digital photos at Authority meetings, events, construction activities and other functions.

20% (E) **Content Production**

- Maintains and organizes project files on servers and cloud sharing services.
- Prepares project reports upon request.

10% (E) **Administrative**

- Conducts research of new software and equipment and make recommendations for the purchase of video editing software and other necessary equipment.
- Drafts multimedia communication plan for production work.
- Responsible for maintaining records of equipment/software inventory, surplus and obsolete items.

5% (M) **Other Duties**

- Works with all levels of Authority management and technical staff to develop programs, scripts and final production approval. Performs job-related duties as required.

**Special Requirements**

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

## Other Special Requirements Information:

*Conflict of Interest (COI)* – This position is designated under the Conflict-of-Interest Code. The 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 employee is required to complete Form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

**Knowledge and Abilities**

Knowledge of: Techniques of preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good relations with news media and other public groups; California State Government and principles of public administration.

Ability to: Write, edit, and prepare for publication or reproduction news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material; speak effectively; analyze data; assume responsibility for the administration of a public information program.

**Desirable Qualifications**

- Work effectively with colleagues and the public.
- Prioritize work to meet specified deadlines and perform assigned work with minimal supervision.
- Able to keep lines of communication open and work cooperatively with colleagues, clients, supervisors, managers and outside vendors in order to avoid production delays.

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- Proficiency with Adobe Suite editing software.
- Proficient with a digital or DSLR camera.
- Experience working with handheld video cameras, audio recordings, and lighting subjects' techniques in collaboration with still photography on a professional level.
- Experience with digital non-linear editing software such as Adobe Premiere, Final Cut Pro, AVID, etc., on a professional level.
- Experience in producing voiceovers, vosots and packages on a professional level and the ability to produce this independently.
- Experience working with various government entities, organizations, the media, talent and the public in general.
- Innovative approach when shooting and editing.
- Video and photography production experience.
- Experience shooting in and around construction worksites.
- Experience managing/archiving multimedia assets in a shared workspace.
- Experience working with executives and other stakeholders.

### **Supervision Exercised Over Others**

This level classification has no supervision over other staff; however, at times, incumbent will serve as lead on projects and provide functional guidance to crew members, staff and others.

### **Public and Internal Contacts**

The incumbent will have regular contact with all levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, public officials, high-profile public officials, executives and directors, and the public. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

### **Consequence of Error/Responsibility for Decisions:**

The Specialist is responsible for documenting current and future construction of the High-Speed Rail project for the Authority's meetings/events. The incumbent will produce stories about the High-Speed Rail program and is responsible for shooting and editing video that will be used for professional media outlets, media applications and the Authority's website. Failure or errors to effectively perform the duties of this position could result in lack of public and financial support for the project and the loss of critical information for the mission of the Authority.

### **Physical and Environmental Demands**

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. The incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and

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complete tasks or projects with short notice. Employee must have the ability to lift up to 50 lbs., lift, push and carry heavy audio/visual equipment and be able to operate equipment while standing in the same position for long periods of time. The incumbent must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

**Working Conditions and Requirements**

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: Travel is occasionally required to Authority locations, media and other public events, construction sites, and other locations/events within California and other domestic locations. Occasional international travel may be required.
- d. Other: The incumbent will be required to carry a state-issued cell phone and work outside of their regular schedule, as needed, to meet business needs.

**Acknowledgment and Signatures**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the supervisor indicated below who will discuss your concerns with the RA coordinator. If you are unsure whether you require reasonable accommodation, inform the supervisor indicated below who will discuss your concerns with the RA Coordinator.)

Employee Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name:	Signature:	Date:
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