

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Public and Employee Communications		POSITION NUMBER (Agency-Unit-Class-Serial) 065-150-5601-002		MCR / HCR	
DIVISION / UNIT  Press Office		CLASSIFICATION TITLE Information Officer I (Specialist)			
		WORKING TITLE Information Officer I (Specialist)			
		TIME BASE / TENURE Perm/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 8260 Longleaf Drive, Building C, Floor 2, Elk Grove, CA 95758		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>DIVISION OVERVIEW</b>					
The Press Office oversees all media outreach and articulates the department's position on operations, policies, employees, incarcerated population, programs and issues. The Press Office manages crisis communications, solicits media coverage of departmental activities, serves as a liaison to the media, releases information to the public and facilitates media access to institutions, programs, employees and offenders pursuant to state law and departmental policies.					
<b>GENERAL STATEMENT</b>					
Under the direction of the Assistant Secretary and the Press Secretary, and the supervision of the Public Information Officer II (Supervisor), the Information Officer I (Specialist) performs professional and technical tasks to assist in informing the public of the activities, programs and objectives of the California Department of Corrections and Rehabilitation (CDCR) Office of Public and Employee Communications (OPEC).					
This position requires the incumbent to work effectively with staff in the CDCR Press Office and other department employees as well as media representatives, external stakeholders and the general public; analyze and forecast situations and data accurately; take independent action; and make sound decisions. The incumbent must have the ability to develop and maintain cooperative relationships and work independently or as part of a team, depending on the situation. Incumbent must maintain consistent and regular attendance to meet work commitments.					
% 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.				

30%	Researches, writes, and edits press releases, media advisories, talking points, reports, scripts, and other content under the direction of the Assistant Secretary, Press Secretary, Deputy Press Secretary and PIO II. The IO I also prepares and coordinates responses to reporters, and correspondence on behalf of superiors to statewide, national, international and online media representatives. Also provides writing, editing and advisory services for other department officials.
25%	Researches, writes, executes and edits informational material for dissemination through all major means of communication including videos and other digital platforms. Develops content for department newsletter, website and social media accounts.
20%	Researches, plans and coordinates with staff on media events. Oversees event logistics, develops messaging, prepares informational materials for media and serves as primary liaison between reporters at the event and event participants.
15%	Serves as a spokesperson for the department before the news media and public groups. Coordinates responses for executive staff and administrators and develops talking points, fact sheets and media releases to ensure appropriate, timely and consistent messaging. Responds to crisis communications events, working with Press Office staff and field public information officers. Also provides media training and guidance on media issues to CDCR field staff.
5%	Researches, locates, compiles and provides publicly releasable offender information and photographs to news media. Also assists and coordinates with other state agencies in the review and processing of filming requests.
5%	Performs administrative duties including, but not limited to: adhering to department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reporting time and submitting timesheets by the due date.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Preference for candidate to be bilingual with fluency in the Spanish language.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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