

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
COMMUNITY AWARENESS, RESPONSE AND ENGAGEMENT**

NAME:

CLASSIFICATION: Analyst III

WORKING TITLE: Community Outreach Manager

STATEMENT OF DUTIES: The Analyst III, Community Outreach Manager, serves as a highly- skilled, Department specialist on outreach and community engagement for the Office of Community Awareness, Response, and Engagement (CARE). The Analyst III is responsible for establishing and building relationships through outreach and engagement with community-based organizations, local and state agencies, faith-based groups, and external stakeholders and constituencies. The Analyst III will independently develop and manage CARE programs in support of the Attorney General's initiatives, which includes planning and developing outreach strategies; identifying and analyzing data and trends related to the Attorney General's initiatives, and developing solutions and available resources. Program assignments may change to adjust to the Attorney General's initiative priorities. The Analyst III will collaborate regularly with Executive Office staff and senior department management.

SUPERVISION RECEIVED: Reports directly to the CARE State Manager and receives general direction from the CARE Deputy Director and Director.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL CONDITIONS: Ability to sit, type, rotate, and work at a computer workstation for extended periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Due to the nature and operational needs of the position, it may be necessary to regularly work outside of normal business hours. Regular travel within a specified geographic region on California required, but travel to other geographic regions may be required on occasion.

ESSENTIAL FUNCTIONS:

35% Initiates, cultivates, and maintains relationships with state and local agencies, community based organizations, external stakeholders and constituencies, with a

special focus on historically underrepresented stakeholders (including communities of color and faith-based communities) to strategically execute outreach initiatives. Creates opportunities for diverse voices to shape the Department's activities, Advances the Attorney General's vision and provides knowledge of the Department among stakeholders. Executes initiative areas, including but not limited to: immigration, housing consumer protection, environmental and social justice, hate crimes, and criminal justice reform.

- 25%** Acts as a consultant and lead subject matter expert and performs a variety of specialized consultative and analytical assignments, including research, analysis, and technical assistance for sensitive and complex outreach and community engagement issues. Drafts correspondence and memoranda. Provides policy and program recommendations to program management. Ensures that the Department's goals are responsive to stakeholders' concerns. Recommends changes that align with the Attorney General's vision.

- 20%** Serves as a project leader and hosts informational events across California; seeks out and attends community events and meetings; meets regularly with members of the public; and develops and facilitates community advisory meetings, roundtables, and webinars to increase awareness and understanding of the department and the Attorney General's initiatives. Presents and attends meetings on behalf of the Office of CARE to provide outreach to impacted communities. Develops information materials for use in public awareness with includes, but is not limited to, brochures, outreach materials, flyers, booklets, website content, and videos.

- 20%** Travels regularly by car, plane, train and/or public transportation within a specified geographic region in California, with potential for occasional travel to outside regions, depending on operational needs.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date