



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Officer II (Specialist)

Working Title: Chief Editor

Position Number: 535-180-5595-002

Division/Branch or Office: Media and Public Communications / Brand Strategy

Collective Bargaining Identifier (CBID): E48

Work Week Group (WWG): E

Date Approved: July 16, 2026

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this 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 appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under administrative direction of the Brand Strategy Branch Manager (Supervisor II) in the Media and Public Communications Office (MPCO), the Information Officer II (Specialist) (IO II) will exercise a significant level of independence and have full responsibility and performs a wide array of complex media-related editing assignments. The incumbent will develop, organize, direct, and evaluate a comprehensive program regarding California Energy Commission (CEC) publications and CEC writing style. This program will inform the public about the CEC's legislatively mandated reports, new external webpages, and external email notices. The IO II (Specialist) will serve as the CEC's writing authority and as a high-level liaison between technical staff, senior management, and other relevant state agencies. The incumbent will provide guidance and recommendations to the Supervisor II and other senior management about editing and style of reports, and other published or distributed communication materials. The IO II (Specialist) will perform other related work.

Essential Duties

- 40% Delegated full responsibility for all aspects of information publication, including reviewing, editing, and consulting on legislatively mandated reports which include lead commissioner reports, commission reports, staff reports, staff papers, consultant reports, and project reports from CEC divisions that inform the public and stakeholders on CEC's programs. Consults with internal CEC authors and subject-matter specialists to assist with planning and preparing reports which includes reading, editing, and revising communications for form and style; provides best practices for writing and producing publications; conducts research to ensure the readability, completeness, accuracy, and quality of all CEC publications. Advocates for plain language writing in all CEC publications where appropriate, including legislatively mandated reports.
- 20% Provides expertise and analyses to the Brand Strategy Branch Manager with the public understanding of the programs that the CEC administers and determines whether legislatively mandated reports clearly and adequately represent the information for public understanding. Endorses appropriate changes to improve effectiveness. Meets with top level management to advise on specialized public relation implications of the proposed publications. Promotes the knowledge and use of CEC services to improve and sustain the quality of all publications.
- 15% Reviews, edits, and/or prepares information publications with high public impact or sensitivity, such as news releases, webpages, key messaging, blog posts, and executive communications. Also reviews and edits outreach materials to support the CEC's initiatives and projects.
- 15% Reviews and updates the CEC's Style Manual as needed annually, with the requirement of a thorough and complete overhaul every five years. The Style Manual sets the foundational writing rules that best suit the CEC from the use of acronyms to the format of CEC reports to preferred word choices. Reviews and updates the CEC's report templates as needed annually. Develop writing resources to assist CEC staff on current writing practices, skills, and issues. Manage the MPCO editorial calendar to track and analyze MPCO editing workload.



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Marginal Duties

5% Develop and present workshops to CEC staff on topics relevant to current writing practices, skills, and issues. These workshops reinforce the style and level of sophistication expected of CEC staff writers.

5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Rick Macias _____

Supervisor's Signature: _____ **Date:** _____