DUTY STATEMENT

Employee Name:	Current Date:
Classification: Information Officer II	Position #: 673-010-5595-001
Division/Office: Chair's Office	CBID: S01/E48
Section: Office of Communications/Media Relations Unit	
Supervisor Name: Joe DeAnda	Supervisor Classification: Deputy Director of Communications

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict of Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 0

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION:

The Office of Communications is responsible for improving air quality by promoting the programs of the Air Resources Board through public information, education, speaker's bureaus and publications. The responsibilities are in support of the statewide air pollution control program.

CONCEPT OF POSITION:

The Information Officer II in the Office of Communications works as a climate change communications specialist within the Office of the Chair, with direct supervision by the Director of Communications and Deputy Director of Communications. With a high level of independence, the incumbent serves as a liaison between technical staff working on climate change programs and the Office of the Chair. The incumbent will represent the Office and the Chair in internal and external meetings, be the lead media relations contact for climate change issues, and help develop communications strategies and prepare public information and outreach materials pertinent to climate change programs. The incumbent will provide subject matter oversight in the creation, production, editing and dissemination of multimedia content - including video, graphics, and social media - and be familiar with the use of social media and other communications platforms. The incumbent must be able to comprehend technical language; represent CARB in a most professional and knowledgeable manner; complete the highest level of verbal and written assignments; work cooperatively with internal and external stakeholders; and provide specialist-level support and recommendations to the Communications Director and Deputy Communications Director.

% OF TIME	RESPONSIBILITIES OF POSITION
35%	Serves as primary CARB spokesperson for news media inquiries regarding California's climate change programs. Relay technical information to the public via the news media in plain language. News media interaction may include: on-camera television, recorded and live radio, and print publication interviews. Facilitate media interviews with the CARB leadership and staff.
25%	Prepare written and multimedia materials for the public and news media related to CARB climate change programs. Translate highly technical material into plain language for a non-technical audience. May include news

	releases, fact sheets, website and social media content, video and graphic design products, opinion/editorials.
25%	Develops communication materials and plans, and assists CARB leadership in planning public relations responses to sensitive, difficult, controversial, new or important issues regarding climate change programs. Collaborate with CARB program staff, CalEPA, Governor's Office and outside stakeholders to ensure best news media and public responses and actions.
10%	Represent the Office of the Chair and CARB at internal and external meetings and attends business, industry, and other public meetings (including town hall meetings, workshops, and forums), as needed, to support executive management and communicate relevant information related to CARB's complex climate change actions, programs and regulations. This may also include public appearances, speeches and panel discussions.
5%	Other duties as required