

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Assistant Information Officer		DWR POSITION NUMBER 0411-5603-900	SAP POSITION NUMBER 50024553	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION PAO/Media and Public Information Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Sabrina Washington	SUPERVISOR'S CLASSIFICATION Information Officer II	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 7/23/26	
<i>Percent of Time</i>	<i>Activity</i>			
35%	POSITION SUMMARY Under direction of the Information Officer II (Supervisor) for the Media and Public Information Section in the Public Affairs Office (PAO), the incumbent is responsible for assisting with professional and technical tasks related to the media relations and public information activities of the Department of Water Resources (DWR), including writing, editing, project management, and research. The incumbent will work under supervision as part of a team and occasionally independently. This position supports PAO in areas of content creation, digital production, media relations, social media, newsletter production, website updates, and internal communications. ESSENTIAL FUNCTIONS As a representative of DWR, it is imperative the incumbent maintains a professional demeanor and becomes knowledgeable of the Department's policies and procedures, mission, vision, and goals. This position requires the incumbent to be a creative and thorough writer and editor; be able to multi-task; adapt to changes in priorities; complete task or projects with short notice and on time; analyze situations and data accurately; execute direction; and make sound decisions. The incumbent must have the ability to maintain cooperative relationships and work effectively with other staff, department partners, and the general public. Incumbent must maintain consistent and dependable attendance to meet work commitments and be able to type quickly, accurately, and proficiently. The incumbent should have the ability to learn about the complexities of California water issues and distill the information for the general public's understanding. The specific duties include, but are not limited to, the following: With assistance from the IO II (Supervisor) and/or lead IO I (Spec), use MS Office Suite or other appropriate tools to develop written content for requested program areas. Develop or assist with the development of communication deliverables including, but not limited to, DWR email newsletters, digital articles, web content, reports, fact sheets, graphics and brochures, social media content, and internal communications. Gather and analyze information to be used in the			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Sabrina Washington		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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	preparation of the weekly, monthly reports. Assist IO I and II's with the Department's programs, projects, and initiatives as assigned. Communicate with program staff and supervisor on a regular basis about items and developments related to assigned tasks. May support other Information Officer program areas as assigned. These duties may require travel throughout the State. Work collaboratively with photography, video, and graphic design sections to identify, develop, and incorporate appropriate visual materials. Must possess the ability to express and present ideas and information effectively, both orally and in writing. Develop and maintain good working relationships with management, staff, elected officials, partners, members of the media, the general public, and community organizations.			
30%	With guidance from the IO II (Supervisor) and/or lead IO I (Spec), updating and managing DWR's public websites and assist with digital document accessibility checks. Assist with editing and management of sections of DWR's public website, water.ca.gov. Assist with overseeing, updating, troubleshooting, and approving assigned DWR website content. Assist with digital document checks to ensure web compliance with the Americans with Disabilities Act (ADA) and provide program staff with key insights for accessibility compliance.			
25%	Assists the PAO with information requests from the general public or non-media inquiries. Under supervision, identify key issues or concerns raised by citizens and other groups to bring to the attention of management. Review and analyze information gathered from research to draft responses regarding the departments procedures, policies and/or programs for review by the IO II (Supervisor). Under supervision, provides responses to inquiries from department partners, education institutions, and the public.			
10%	Other duties, as assigned, may assist other IO's to cover assigned subject matter areas in their absence or to collaborate on special projects, events, or presentations. May also assist with community outreach and education events. SPECIAL REQUIREMENTS A California Class C driver's license is highly desired as travel is required. Occasional work outside of normal business hours and on weekends is required. Job duties may involve working in the field including work at high altitudes and/or rugged terrain under varied and sometimes difficult weather conditions. May be required to work on extremely sensitive policy and projects that may require working unpredictably long hours and on weekends. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.			

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	This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			