
Position Details**Classification:**

Analyst I

Office:

External Affairs and Communications

Working Title:Communications and Public Relations
Analyst**Location:**

Sacramento

Position Number:

311-144-5157-001

HR Approval Date/Initials:

9/3/2026 MH

**CBID/Bargaining
Unit:** R01**Work Week
Group:** 2**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under supervision of the Manager I, Publications Manager, the Communications and Public Relations Analyst would be responsible for tasks and projects associated with the efficient functioning of the Communications and Public Relations Branch within the External Affairs and Communications Office for the California High-Speed Rail Authority (Authority). The incumbent performs work for the Internal Communications, Public Relations, Communications, and Multimedia Sections to conduct the daily business of the Communications and Public Relations Branch. The position will work on short- and long-term projects and other office duties as required. The position works on procurements, training documents, purchase orders, uploading and routing documents, other administrative duties, and provides administrative support to the External Affairs and Communication Office

Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E)
- Supports the branch in the development of the daily clips, the Daily Activity Report and the Weekly Activity Reports.
 - Sends ebasts and maintains email lists in the Authority's Salesforce platforms for Media Relations and Publication Units.
 - Monitors the Authority's general email, news, and intranet inboxes for Media Relations.
 - Coordinates with the Public Records Act Specialist to complete public records act requests. Under the supervision of the Publications and Public Relations managers, serves as a limited backup in the absence of the Public Records Act Specialist.

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- Collaborates with staff to update and maintain the Authority's intranet for Internal Communications Section.
- 30% (E)
- Writes copies for the Authority's public facing materials, including newsletters, the website, and the intranet.
 - Organizes and updates files for the branch's Sharepoint and Internal drives.
 - Works closely with branch managers to approve and route subscriptions, office procurements, and other contract invoices and documentation for the branch.
 - Maintains the branch calendar, schedules meetings and teleconferences, prepares materials for meetings, and tracks action items.
- 20% (E)
- Provides metadata for materials to be posted on the Authority's website.
 - Collaborates with staff and branch leadership to develop reports on branch survey results.
 - Tracks metrics utilizing the branch's reporting tools, including but not limited to NextRequest, Cision, Salesforce, Google Analytics, and Sprout Social.
 - Collaborates with the multimedia manager to maintain the Multimedia section assignment ticketing system.
- 15% (E)
- Serves as the Records Manager for the External Affairs and Communications Office.
 - Serves as the Policy Manager for the External Affairs and Communications Office.
 - Conducts the first round of change order website updates.
 - Works with the managers to route training forms and opportunities for the branch.
 - Develop and maintain tracking systems for office tasks and projects.
- 5% (M)
- Attends in-person and remote outreach events.
 - Other job-related duties as required.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Desirable Qualifications

- Experience with programs, including but not limited to the Microsoft Office Suite.
- Basic project management experience.
- Experience planning and organizing events.
- Experience developing written content.
- Experience working collaboratively in a team setting.
- Written and oral communication skills.
- Ability to handle multiple tasks, adapt to changes in priorities, and complete tasks on short notice.
- Ability to resolve conflicts in a positive manner
- Ability to maintain a high level of professional discretion and integrity.
- Experience working with a variety of individuals both inside and outside of an organization.
- Experience providing administrative support to a program or office.
- Analytical experience

Supervision Exercised Over Others

The incumbent does not supervise staff.

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Public and Internal Contacts

The incumbent will have regular contact with the External Affairs and Communications Office leadership, various Authority staff across the organization, and Authority contractors and vendors. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The incumbent is responsible for assisting with materials that are public-facing and high-profile. Although this position is managed, there will be a degree of autonomy that is required. The incumbent is expected to carry out necessary activities as per direction provided by the manager, with the occasional exception as defined by the manager. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact Authority morale and trust within the organization. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Infrequently travels to outreach events.
- d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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