



Job Description

Classification: Analyst I

Working Title: Public Records Act (PRA) & Communications Coordinator

Position Number: 358-180-5157-XXX

Division/Unit: Public Affairs and Communications (Executive)

Assigned Headquarters: 700 N. 10th Street | Sacramento, CA | 95811

Position Eligible for Telework: Yes

Job Description Summary

Under supervision of the Internal Communications Supervisor, the PRA & Special Projects Coordinator supports some of the most important aspects of the Lottery's communications activities, including public-facing communications and critical internal dialogue and collaboration. The purpose of this position is to provide analytical, consultative, and evaluative tasks related to the administration of the Public Records Act program and internal communications efforts. The Coordinator will be directly supervised by the Information Officer II serving as the Internal Communications Supervisor for Public Affairs and Communications (PAC).

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40% (Essential): Public Records Act: Respond professionally to public inquiries regarding public records requests. Gather and compile data and records in coordination with internal stakeholders, plan analysis with Lottery's legal team to determine which records are responsive and can be publicly shared. Analyze and review the results to ensure compliance with legal obligations and timely responsiveness to the public with excellent customer service. Develop creative solutions, provide recommendations, and develop procedures to help the program and communicate those to internal stakeholders.

20% (Essential): Support Internal Communications: Research, plan, write, edit and prepare a wide range of content for an internal audience, including but not limited to email messages, newsletters, internal websites, departmental reporting, and other internal marketing efforts. At the direction of PAC management, keep all employees abreast of new activities at lottery as well as provide ongoing awareness of and education to Lottery staff about the activities, operations, and performance of the department. Collaborate closely with different departments and stakeholders to gather information, understand communication needs, and ensure alignment of messaging is clear and digestible to a diverse audience.

15% (Essential): Internal Division Liaison: Coordinate with staff and leadership across every division at the California Lottery to liaise on special projects, department reports, and content where public affairs has input and influence. Perform administrative analysis on departmental policies and procedures, plan new training, and implement as necessary. Maintain and update departmental policies and procedures and communicate them to other departments.



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10% (Essential): Lottery Commission Meetings: At the direction of Public Affairs & Communications leadership, support Lottery commission meetings as necessary. Respond to public complaints and inquiries. Facilitate team organization by monitoring assignments and projects. Provide support for in person meetings, including but not limited to preparing collateral, handing out packets, and managing news media in attendance while coordinating with PAC leadership. Analyze and publish documents necessary to meet legal obligations for the Commission.

10% (Essential): Program Support: At the direction of Public Affairs & Communications leadership, provide program support which may include, but would not be limited to, developing strategies for information and documentation coordination and distribution. Assist in the revision of instructional materials and communicate changes to internal stakeholders. Make recommendations to IOII and the Deputy Director to optimize workflows.

5% (Marginal) Other job-related duties as needed.

Scope and Impact

- a. **Consequence of Error:** The Public Affairs and Communications unit is a high-stakes office for California Lottery, responsible for ensuring Lottery maintains and strengthens a positive reputation among California adults, thought leaders, and internal stakeholders (i.e., employees). Failure to perform the duties of this position in a timely manner and using good judgment may result in negative publicity for Lottery. Negative publicity has an overall effect on the department's integrity and sales and directly impacts its ability to generate additional funds for public education.
- b. **Administrative Responsibility:** The PRA & Special Projects Coordinator is responsible for representing the Lottery to internal and external audiences consistent with the Lottery's objectives and mission. It is critical to ensure information on the Lottery's programs, activities, and benefits are consistently provided and accurately represented to Executive management, Lottery staff, and other potential stakeholders. The Analyst I is responsible for always maintaining a high level of professionalism. In addition, the Analyst I is responsible for adhering to the laws, rules, policies and procedures pertaining to civil service employees in general, and specifically to employees of the California Lottery.
- c. **Supervision Exercised and Received:** The PRA & Special Projects Coordinator reports to and receives supervision from the Internal Communications Supervisor and may receive direction from the Deputy Director for PAC. The Analyst I does not supervise other staff.
- d. **Personal Contacts:** The PRA & Special Projects Coordinator is a part of the Public Affairs and Communications team and will have regular contact with Lottery leadership as well as staff. The PRA & Special Projects Coordinator will also have frequent contact with leaders from the Executive Management Team and/or the general public.

Physical and Environmental Demands

The PRA & Special Projects Coordinator must be able to work from a computer – laptop and/or desktop – as well as from Lottery-issued mobile devices (e.g., mobile phone, tablet, etc.).

Working Conditions and Requirements



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- a. Schedule: The primary schedule for the PRA & Special Projects Coordinator is 8AM to 5PM
- b. Travel: Limited in-state travel may occur on an as-needed basis

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date