

DUTY STATEMENT

Employee Name: Ronald F. Owens Jr.	
Classification: Information Officer II	Position Number: 580-020-5595-001
Working Title: Media Relations Supervisor	Work Location: 1615 Capitol Avenue, Suite 73.781, Sacramento, CA 95814
Collective Bargaining Unit: 01	Tenure/Time Base: Full-time
Center/Office/Division: Office of Communications	Branch/Section/Unit: Executive

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource’s Job Descriptions webpage](#).

Job Summary

This position requires the incumbent maintain consistent and regular attendance: communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and document.

The incumbent works under the administrative direction of the Assistant Deputy Director, of the Office of Communications, as reflected on the [org chart](#).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Writes news releases, talking points, and other information pieces for print, social, and web-based media publications. Works with principal program staff to draft, coordinate and issue official written statements for media outlets. Functions as a department spokesperson with the news media statewide. Coordinates and plans media interviews for CDPH subject matter experts, prepares and distributes high-level reports on the department’s media activities, and monitors the quality and success of the department’s media outreach and response activities.
- 25% Oversees the duties and performance of Information Officer I staff and their responsibilities, including the development of news releases, responses to media inquiries, talking points, speeches, and reports. Trains and onboards new and existing Information Officer I staff and helps cultivate training and mentorship opportunities for IOs. Tttends to usual and customary/supervisory paperwork tasks, including probationary reports and necessary administrative duties.
- 20% Advises department staff of the public relations implications of department policy decisions, develops and recommends appropriate public relations strategies, and implements those strategies in communicating with the news media. Advises staff on the need for public information efforts and assists in orchestrating those efforts. Generates information and periodic reports on media and public affairs issues. Researches and learns about current department policies, programs and proposed changes in anticipation of the need to prepare new releases of other public communication.
- 20% Backfills the duties of other Information Officer II staff in their absence, including but not limited to completing special writing assignments, processing and tracking Public Records Act (PRA) requests, preparing daily, weekly and monthly reports for the Office of Communications, and responding to inquiries from the general public, CDPH program staff, other departments, the Health and Human Services Agency and Governor’s Office.

Marginal Functions (including percentage of time)

- 5% Participates in other duties as required to maintain the efficient operations of the Office of Communications.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>	<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the</p>
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		hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By:	Date		