

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 11 – Administration/Public Info	
WORKING TITLE Public Information Officer	POSITION NUMBER 911-007-5393-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Director of Public Information/Legislative Affairs Branch, the incumbent is responsible for a wide range of advanced analytical and independent duties using various interpersonal, organizational and research skills and public relations techniques. The incumbent will complement a staff of like expertise in representing the District and Department in coordinating and sustaining a successful California Public Records Act program in San Diego and Imperial counties.

TYPICAL DUTIES:

Percentage		Job Description
55%	E	As the district's designated sole focal point for the processing of regional and statewide requests for public information as mandated by state law, the candidate works closely with the district's legal representatives and members of its Executive Team and must analyze, interpret, refine and make a determination as to which sources of information within the district/department are appropriate to assist in responding with information. The candidate then independently coordinates the collection of this information from the sources, analyzes the documents for accuracy in accordance with the request, including the redaction of personal information if needed, and makes the records available within the strict deadlines established by law. The candidate must function with a high degree of independence and organization in order to accommodate the processing of multiple public information requests at the same time and provide caseload tracking updates each week to the Executive Team as well as within the department's statewide database.
20%	E	Act as a legislative affairs liaison for the District by receiving/tracking/analyzing state and federal legislative bills and responding to inquiries from elected officials and their constituents. The job also includes providing daily reports and roster updates as needed following elections and arranging key meetings between District representatives and elected officials.
10%	E	Perform the basic duties of a public information officer by providing skills as needed in writing, public speaking and event coordination.
10%	M	The incumbent will provide back up for the mail log database. This includes determining the timeliness and accuracy of responses, and making recommendations to the Executive Management Team on the development and delivery of Governor's, Director's, Legislative, and public correspondence. The incumbent may be required to assist office staff in performing administrative duties critical to the Executive Offices.
5%	M	Act as customer service representative in answering/responding to telephone and e-mail inquiries.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

In order to perform the typical duties, the incumbent should have advanced analytical problem-solving skills and exercise a high degree of independence, initiative and originality in perform all assigned tasks without supervision. The incumbent is required to possess sound expert judgment and perform technical functions. An extraordinary knowledge of the Department's policies and procedures and conflict resolution interaction with the public is also required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions or inefficiency may result in damaging external and internal relations. This may negatively impact programs and projects and thereby cost the District/Department funds, time, effort and reputation.

PUBLIC AND INTERNAL CONTACTS

The ability to independently and effectively communicate in both written and verbal form with the public, state and local elected officials and local transportation partners is vitally important to the success of this position. The incumbent is in constant contact with various external and internal customers on a variety of extensive and sensitive transportation topics. Many times these contacts will involve personal, one-on-one discussions with individuals and groups impacted or inquiring about state transportation processes. The incumbent is required to work closely to effectively represent the best interests of all those involved.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Multi-tasking skills, meeting strict work deadlines and the ability to maintain a variety of relationships with the District's individual and group constituency is vital to the success in maintaining the professional integrity of the job and the District/Department.

WORK ENVIRONMENT

The incumbent must be able to adapt to an every-changing environment that will likely present a wide range of challenges on a daily basis, including independent problem solving and prioritizing of tasks. Due to the nature of such tasks, the incumbent will be available to report to work on a 24-hour basis, and perform on a flexible schedule when required. The incumbent must also perform the job duties both in the assigned branch office and at remote locations. There are no physical or mental limitations to the job, but the job requires the use of protective gear -- hard hat, vest, hearing and eye protection, work boots, etc. -- when working in the field.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE