



EXEMPT APPOINTMENT

California State Transportation Agency strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

DEPARTMENT:	CALIFORNIA STATE TRANSPORTATION AGENCY
POSITION TITLE:	ASSISTANT SECRETARY FOR PUBLIC AFFAIRS
LEVEL:	EXEMPT
SALARY:	\$3,210.00 - \$3,959.00
LOCATION:	SACRAMENTO
BULLETIN RELEASE DATE:	MAY 13, 2016
FINAL FILING DATE:	OPEN UNTIL FILLED

POSITION DESCRIPTION

Under the general direction of the Deputy Secretary for Communications and Strategic Planning, the Assistant Secretary for Public Affairs is responsible for assisting in the promotion of the public image of the California State Transportation Agency (CalSTA) through the press and interactions with stakeholders, partners, and other interested parties.

Responsibilities include:

- Coordinate CalSTA efforts to promote the Governor's and the Secretary's goals and agendas.
- Respond to press inquiries relating to transportation matters
- Actively promote and notify the public of significant events and initiatives that occur
- Maintain the CalSTA website and ensure that it is kept current and that notification of important events and information are made available to the public through the website
- Train departments on proper protocol in responding to press inquiries with the goal of improving the manner in which departments interact with and respond to the media, as well as ensuring that proper notification is given to the Administration when significant press issues arise

- Develop media strategies for CalSTA, as well as its Departments and Commissions
- Produce press releases, opinion editorials, letters to the editor, and any other necessary public communication materials
- Plan and coordinate meetings with key individuals and organizations
- Research and collect information in preparation for public events
- In conjunction with the Deputy Secretary for Communications and Strategic Planning, serve as the point of contact for the media, external stakeholders, public information officers from CalSTA Departments, and the Governor's Office
- Track CalSTA Department's, Board's, and Commission's important public events, meetings, conventions, and any other occasions of interest to the Secretary
- Participate in CalSTA activities as requested or delegated by the Secretary
- Monitor the news for important issues relating to CalSTA

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 11 holidays plus two professional development days and one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan.

FILING INSTRUCTIONS

All interested applicants must file a standard state application form (Std. 678: <http://www.jobs.ca.gov>), resume and a separate "Statement of Qualifications," no longer than two pages in length, specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position.

Documents should be mailed to:

California State Transportation Agency
 Attention: Amanda Esquivias
 915 Capitol Mall, Suite 350-A
 Sacramento, CA 95814

In addition, you must submit the on-line Governor's Appointment Application, located at http://gov.ca.gov/m_appointments.php.

SELECTION PROCEDURE

A preliminary review of all applications will occur and only the most qualified candidates will be invited to interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

CONDITIONS OF EMPLOYMENT

This position is appointed by the Governor and is an "at-will" employee. Therefore, the appointment may be terminated at any time without notice, cause or right of appeal.

Questions about the application or the selection procedure may be directed to Amanda Esquivias at Amanda.Esquivias@CalSTA.ca.gov or 916-324-7514.