

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Student Assistant	Contractors State License Board (CSLB)
Working Title	Office/Unit/Section / Geographic Location
	Public Affairs Office/Executive/Sacramento
Position Number	Effective Date
622-510-4870-907	

General Statement:

Under the close supervision and in a learner capacity of the Public Affairs Office (PAO) Information Officer II (IO II), the Student Assistant performs tasks and duties that support PAO operations, assisting in meeting CSLB strategic goals and the PAO communications plan. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

- 35% (E) Research and draft written copy/scripts related to CSLB's industry outreach efforts, to be used in print and digital products; including audio/visual website content, and social media accounts (Facebook/Twitter/YouTube).
- 20% (E) Research and draft articles for CSLB employee newsletter, California Licensed Contractor newsletter, standing columns in publications, bulletins, and/or other daily CSLB-related communications.
- 15% (E) Digitize PAO's historical publications, photos and other records from such events as board meetings, enforcement operations, and new releases.
- 10% (E) Review and gather daily CSLB related news clips from online or other media sources, which are distributed to internal staff via email.
- 5% (E) Assist PAO Information Officers with research for media requests, publication packets, and media kits.
- 5% (M) Photograph news events, distributing still photos to consumers/contractors via CLSB's website or through email for employee-related activities; may also take video and/or assist with production.
- 5% (M) Assist with news media or outreach event preparation by assembling educational and CSLB background materials.
- 5% (M) May perform miscellaneous duties including the support of other divisions, such as assisting Executive support staff with quarterly CSLB Board packet materials production and assembly.

Position Duty Statement
Student Assistant – Executive Division

- B. Supervision Received
The Student Assistant works under the close supervision of the Information Officer II.
- C. Supervision Exercised
None
- D. Administrative Responsibility
None
- E. Personal Contacts
The Student Assistant has daily contact with PAO staff and CSLB employees who support PAO, and occasional contact with Executive Office staff.
- F. Actions and Consequences
PAO must function at an optimal level and needs support staff to assist with information research and writing to assure accurate content in all publications and online CSLB sources.
- G. Functional Requirements
Student must dress for a business environment. No specific physical requirements are present; may occasionally lift or move boxes weighing less than 25 pounds. The incumbent works up to 30 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer, digital equipment, telephone, and standard office equipment is essential. Sitting and standing requirements are consistent with office work.
- H. Other Information
 - DESIRABLE QUALIFICATIONS:
 - Advanced writing and editing skills
 - Proficiency with Microsoft Office Suite, Adobe Dreamweaver, and similar software in a PC environment
 - Clear and effective oral communication skills
 - Ability to establish and maintain congenial working relationships with team members and clients
 - Understanding of or proficiency in digital video scripts/production
 - Understanding of or proficiency in HTML
 - Photography/videography experience

Note: Interested applicants should be in a Journalism, Communications, or English educational path. An official transcript must be submitted with the STD 678 application form.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

**Position Duty Statement
Student Assistant – Executive Division**

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

Supervisor Signature

Date

Printed Name

Approved: 4/2015 RH