



JOB OPPORTUNITY BULLETIN

Associate Governmental Program Analyst
341-100-5393-310

Under the administrative direction provided by the Staff Services Manager I (SSMI) within the California Earthquake Authority's (CEA) Communications and External Affairs department the incumbent will serve as the CEA's Information Officer. The incumbent will perform duties and tasks related to the development and day-to-day implementation of the CEA's comprehensive information program. Duties and responsibilities for the position include: planning, writing, and editing information for dissemination; disseminating information through appropriate channels; responding to media requests; collecting, evaluating and distributing information from outside sources to CEA staff and CEA partners; performing liaison activities for the Great California ShakeOut; providing, updating and maintaining website material; and, in the event of an earthquake, working extended hours, which may include holidays and weekends.

Desirable Qualifications Four years experience performing the duties of an Information Officer. Knowledge of earthquake insurance industry. Extensive background in developing and implementing communication strategies and programs. AP-style writing and editing skills. Ability to maintain and foster relationships with reporters and editors. Experienced understanding for how to work with media, including: writing of statements and press releases; deadlines; and messaging. Using media-tracking software. Possession of sound analytical skill with proven attention-to-details, combined with personal characteristics of integrity, initiative, dependability, tact, sound judgment, adaptability and calm disposition. Travel may be required.

Who May Apply: Employees currently in the classification and those who have transfer eligibility to this classification or have certification list eligibility for appointment.

Applications will be screened, and only the most qualified candidates will be interviewed.

We are located one block from Downtown Plaza at the corner of 8th Street and K Street. Local light-rail transit and city buses stop at building entrances, and we have parking available in the building.

Salary Range: \$4400-\$5348

Filing: Until filled. Submit a state application (form 678), resume to:

California Earthquake Authority
Human Resources Office
801 K Street, Suite 1000
Sacramento CA 95814
(916) 325-3800

Questions about the application process may be directed to Missy Hanks, Human Resources Specialist, at (916) 325-3800.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the California Earthquake Authority to achieve a drug-free CEA work place. Any applicant for 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 the special trust placed in public servants.