



San Gabriel
CITY WITH A MISSION

Invites you to apply for
Public Information Officer
(Management Analyst Class Series)
\$6,197 - \$7,533 per month*

Imagine... the opportunity to work in one of the most historic and beloved settings in Southern California and home to the fourth of the 21 California missions. Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a full-service City with a burgeoning community of 40,000 and several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract patrons from all over the region, including the annual Dumpling & Beer Festival and Lunar New Year Festival. All of this and much more make San Gabriel a great place to live, work, and play.



The Opportunity

The City of San Gabriel City Manager's Office is searching for a Public Information Officer to join its team. This position provides an exceptional opportunity to establish a career in local government with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a full array of programs and events to work, outstanding training and career development opportunities, and a great location for living and working in Southern California.

The Ideal Candidate

The ideal candidate will have a strong communications background with experience in developing and overseeing public information, online media, and public relations platforms for a local government agency. The ideal candidate will be a well-rounded communications professional who has excellent computer application skills, with particular expert proficiency using Microsoft Publisher, Word, PowerPoint, Excel and other communications oriented applications. The ideal candidate will be adept with research, analysis, report preparation, and public presentations and able to produce high quality work with minimal assistance. The City seeks a candidate who is highly motivated and having a strong work ethic, outstanding communication skills (both written and verbally), empathy and compassion, sound judgement, and interpersonal tact. The ideal candidate is prepared to work for a full-service City and willing to learn and perform a diverse array of duties. Most importantly, the ideal candidate will understand and exemplify outstanding public service and the mission of the City of San Gabriel.

Position Summary

Under general direction, the Public Information Officer plans, develops, implements, facilitates, and oversees the City's public information and media platforms. Performs complex communication functions and activities on a citywide basis; advises management on various types of communication mediums; provides staff support to the City Manager, City Council, and Departments on citywide activities and functions; performs analytical and administrative duties pertaining to public outreach and communications; promotes City services and provides related information; and performs other related duties as assigned.

The Public Information Officer may also present reports to the City Council, City Manager, and various boards, committees and citizen groups at the request of the City Manager and/or executive team; provides resource and support to the public, City Departments, City Council, commissions, organizations and community groups; and supervises, trains and evaluates the work of professional, technical and support staff, as assigned.

Education & Experience Requirements

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in communications, public administration, or a closely related field.
- Three years of increasingly responsible experience in working in public information, media, communications and/or a closely related discipline, preferably in a government setting.

License and Certification Requirements

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Public Information Officer (Appendix A).

Compensation & Benefit Summary

San Gabriel provides excellent compensation and benefits. *Effective November 16, 2021, the monthly base salary range for Public Information Officer will be **\$6,197 - \$7,533**. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from an accredited college or university shall receive \$300 per month in education premium pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** City provides Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- **Long-Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).

- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay requires review and approval by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the employee covers all premium/out-of-pocket expenses associated with the plans, if elected (City does not contribute to these plans).
- **Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
 - Administrative: 32 hours of administrative leave per calendar year (prorated for time of hire).
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

Application Instructions

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

This recruitment will close at **4pm on December 2nd or when a sufficient number of qualified applications have been submitted, whichever occurs first.** As such, please do not hesitate to apply. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City. *Faxed, emailed, and/or hard copy applications will not accepted.*

Tentative Recruitment Exam Plan & Schedule

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and/or schedule may be changed without notice if the City deems it necessary.

- Application Filing Period..... November 1 – December 2
- Oral Panel Interview (100% Qualifying).... Week of December 6
- Practical Exam..... Week of December 6 (if necessary)
- Selection Interviews..... Week of December 13
- Target Start Date..... January 17, 2022

Pre-Employment Process

Candidates receiving a conditional offer of employment from the City for this position (Public Information Officer) shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5)

professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

Examination, Selection & Hiring Process

The examination, selection, and hiring process typically includes the following:

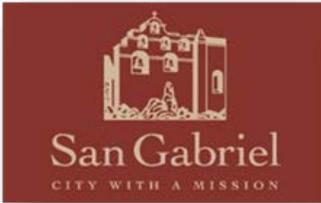
- 1. Application Screening:** All submitted applications will be screened for minimum qualifications.
- 2. Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
- 3. Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral appraisal interview to qualify for the Eligibility List.
- 4. Eligibility List:** Those attaining a qualifying score on each of the preceding elements of the examination process will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
- 5. Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
- 6. Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
- 7. Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process typically consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some positions may also require a comprehensive background check, including a security clearance. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.
鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT



CLASS SPECIFICATION PUBLIC INFORMATION OFFICER

JOB SUMMARY:

Under general direction, the Public Information Officer plans, develops, implements, facilitates, and oversees the City's public information and media platforms. Performs complex communication functions and activities on a citywide basis; advises management on various types of communication mediums; provides staff support to the City Manager, City Council, and Departments on city-wide activities and functions; performs analytical and administrative duties pertaining to public outreach and communications; promotes City services and provides related information; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Public Information Officer performs research, analytical, administrative, and operational duties in support of the City's official communication channels. This class counterparts the Management Analyst position classification series in that the Public Information Officer is a mid-management position and the incumbent performs professional-level, complex duties in support of higher-level management.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Assists with the promotion of City services and programs to internal and external audiences; assists with the development and issuance of official City statements for various media platforms; develops and oversees the City's various publications; and researches, compiles, and releases information for public consumption when needed.
- Assists with the development, coordination, and implementation of various City events, including Council related events and employee related events.
- Provides support to the City Manager and City Council in preparing various communications and information releases, including official comments, documents, and presentation items when permissible.
- Supports other City departments with the promotion, publication, graphical, and informational needs of their programs.
- Monitors and manages the City's official websites and online media platforms; assists with the development and implementation of these platforms; continuously writes, updates, edits, proofreads and uploads materials to these platforms; and reports to the appropriate parties inquiries made on the City's official websites and online media platforms.
- Develops and maintains positive relations with local, regional and national media outlets; is the City's main point of contact for said media outlets; and works in liaison with said media outlets in reporting on pertinent City affairs.
- Develops and maintains a positive rapport with wide range of civic and community organizations; serves as a City representative and liaison to such groups and organizations.

- Prepares articles, advertisements, and other products to help promote the City; reviews and edits all City publications before public dissemination.
- Participates in the budget process and makes budget forecasts and recommendation for the City's communication's programming.
- Administers and maintains the operation and support of various systems, and assists with troubleshooting problems.
- Prepares and presents reports on matter pertinent to public communications/relations to the City Council, City Manager, and various boards, committees, organizations, and community groups at the request of the City Manager and/or Executive Team.
- May supervise, train, and evaluate the work of subordinate staff as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Administrative practices and procedures; City department policies and procedures; applicable federal, state, and local laws, rules, and regulations pertaining to area of assignment; and operational characteristics, services, and activities of assigned program area.
- Principles and practices of public administration including the organization and operation of municipal government; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Effective public communication, information practices and media production.
- Desktop publishing and related software applications.
- Copyright laws.

Skills/Abilities:

- Correctly interpret and apply general provisions and regulations related to assigned area in order to analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations to management.
- Prepare clear and concise technical, administrative, and financial reports including accurate tables, schedules, summaries, and other materials in statistical and narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and manage and negotiate contracts and agreements.

- Make decisions independently and serve as the subject matter expert in one or more areas; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in communications, public administration, or a closely related field.
- Three years of increasingly responsible experience in working in public information, media, communications and/or a closely related discipline, preferably in a government setting.

Licenses and Certifications:

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS

Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT

Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: November 1, 2021

Revision Date: N/A