

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 12/14/15	H.R. APPROVAL KPL
PC # 1019		POSITION NUMBER (Agency - Unit - Class - Serial) 175-100-7500-001	
BUREAU SECTION California Research Bureau		CLASS TITLE Assistant Director – Research	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The California Research Bureau (CRB) provides timely non-partisan public policy research and analysis to the Legislature, Governor and Constitutional Officers. The Assistant Director – Research is a critical member of CRB's management team, overseeing a staff of highly qualified researchers, setting editorial and publication standards and providing writing guidance and feedback to researchers. The Assistant Director maintains strong relationships with CRB's client and sets bureau policy and has broad policy and management responsibilities for the policy experts and related support staff. The incumbent is also responsible for transitioning CRB publications into digital platforms and increasing readership and data use by CRB's core constituencies.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	ESSENTIAL FUNCTIONS:		
35%	Supervise and Coordinate Public Reports and Confidential Memos Influence and coordinate policy strategies, in conjunction with CRB leadership, for the bureau. Provide direction and set the environment for assembly of the appropriate researcher or team to meet project goals and objectives. Supervise a staff of highly skilled researchers involved in complex and sensitive research and policy analysis. Provide writing guidance and feedback to researchers. Maintain oversight of the various methodologies used in finished written, oral or multimedia projects.		
25%	Direct the administrative operation and activities related to publication Direct the administrative operation and activities for written products, including setting editorial and publication standards. Coordinate public release schedule. Develop a digital-first strategy that meets the needs of CRB's core constituency. Increase readership and use of CRB publications by core constituency and the general public.		
20%	Create and maintain relationships with primary CRB client groups and other stakeholders In concert with the Director of the Research Bureau, maintains a variety of independent contacts with elected and appointed governmental officials dealing with the issues of the bureau and effectively anticipating the research needs of these constituencies.		
10%	Serve as a primary advisor and strategist to the Director of the Research Bureau Provide strategy and advice on other priorities and policies.		
5%	Testify or speak before various groups which use CRB information and products, including the Legislature and the Governor		
	MARGINAL FUNCTIONS:		
5%	Performs other staff assignments as required and appropriate.		

SUPERVISION RECEIVED

The Assistant Director reports directly to the California Research Bureau (CRB) Director (Exempt).

SUPERVISION EXERCISED – Directly supervises a group of professional researchers, analysts and administrative staff. Will periodically direct a team on a project basis.

ADMINISTRATIVE RESPONSIBILITY – The Assistant Director is responsible for managing CRB’s research staff and commensurate fiscal resources.

PERSONAL CONTACTS

The Assistant Director has frequent contact with high-level state officials of the Executive and Legislative branches in a high visibility environment. Daily and frequent contact with CSL management and staff on a variety of often sensitive and confidential policy issues; daily contact with Department and bureau staff which may be routine to sensitive.

ACTIONS AND CONSEQUENCES

The work performed by the Assistant Director requires highly-developed management, analytical and writing/editorial skills and the ability to gauge what media format and substance will resonate with CRB’s constituencies. The issues CRB tackles are complex and will affect the form and direction of legislation and major administrative initiatives, which are of critical importance to the future of the state. The areas of study are often the subject of news coverage and the resulting analyses often receive state and, sometimes, national attention. Consequences for inaction or for failure to perform are high and may result in public policy that is unknowingly built upon faulty assumptions, leading to inaccurate policies or regulations. This outcome would also result in a significant decrease in organizational trust by CRB’s stakeholders, which will cripple the organization’s effectiveness.

FUNCTIONAL REQUIREMENTS

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Incumbent may regularly interact in-person with staff in the Legislature Executive Branch, all located locally. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent is expected to travel occasionally (<1%), when necessary to attend meetings.

OTHER INFORMATION

The Assistant Director must have a broad understanding of key issues affecting California’s future and knowledge of how regulations and laws are made at the state level. S/he should possess excellent supervisory, editorial, project, analytical, time management, technology, and interpersonal skills, including verbal and written communication with all staff levels as well as state and local officials. The Assistant Director should have experience in print and digital media, including how to catalyze information into policy action. S/he should be adept at assessing the quality of research and analysis and ensuring it is appropriately written for CRB’s audience. The incumbent routinely works with sensitive information and must be able to evaluate situations effectively and take appropriate action using initiative, resourcefulness, and good judgment.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR’S NAME (PRINT)	SUPERVISOR’S SIGNATURE	DATE
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EMPLOYEE’S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE’S NAME (PRINT)	EMPLOYEE’S SIGNATURE	DATE
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