STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3125
Band/Grade/Subgrade: C51
FLSA Status: Exempt
Established: January 1, 2016
Revised: September 1, 2020

Communications Supervisor

JOB FAMILY DEFINITION

This classification falls within the Communications Job Family encompassing a range of work in which incumbents are responsible for providing public information communications support and analyses for the organization. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing collaborative leadership and day-to-day supervision of three or more Judicial Council communications and public information staff including a minimum of two exempt-level staff.

DISTINGUISHING CHARACTERISTICS

The Communications Supervisor class is distinguished from other classifications in the Communications Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in providing coordination and supervision over media relations, public information, and strategic communications planning.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of a communications function, as assigned; reviews and approves written materials including, but not limited to, documents, publications, press releases, speeches, and audiovisual aids; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations and administers discipline, as assigned.
- Provides communications support to the Chief Justice, Supreme Court, Courts of Appeal, Judicial Council management and staff, and other Judicial Council advisory bodies, as assigned.
- Performs multi-audience, high profile strategic communications planning and counsel for leadership and management.
- Represents the work unit to customers including, but not limited to, consulting and advising on media strategy, industry standards, best practices, and emerging technologies.
- Supervises large, complex communications initiatives.
- Serves on the web services team and collaborates on content and design, as assigned.
- Writes and edits official Judicial Council communications including, but not limited to, press releases, news briefs, newsletters, web content, speeches, meeting summaries, and social media updates.
- Assists and advises leadership, management and staff with communications events including, but not limited to, press conferences, media interviews, and/or crisis communications.
- Tracks, measures, and analyzes the impact of communications strategies and tools.

– Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific communications, public information and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and five (5) years of professional experience in media relations, public information or public relations, along with electronic communications experience (web-based and social media), which includes one (1) year of supervisory experience. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*
OR

Master's degree in communications, public relations, or public affairs, or other directly related field, and two (2) years of experience in media relations, public information or public relations, along with electronic communications (web-based and social media), which includes one (1) year of supervisory experience.

OR

Three years as a Communications Analyst with the Judicial Council of California or three years of experience performing the duties of a class comparable in the level of responsibility to that of a Communications Analyst in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

– None

KNOWLEDGE OF

– Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
– Supervisory principles, practices, and techniques;
– Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
– Business methods, principles, and practices;
– Principles and practices of journalism, media, public relations, strategic communications planning and measurement, internal communications, crisis communications, public outreach, and community engagement;
– Principles and practices of online communications including web content strategy and social media;
– Principles and practices of professional writing and editing;

- Principles and practices of effective written and visual communications for a variety of audiences and channels;
- Research methods, web research, and fact checking;
- Chicago Manual of Style and in-house style guides;
- Legal terminology and legal citation style;
- Civics, government, the California Judicial System, and community engagement;
- Judicial system knowledge sufficient to represent the organization to the media and the public;
- Proper English grammar, proofreading marks, editorial style guides, and graphics standards;
- Best practices and emerging technologies;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff, as assigned;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Providing conflict resolution;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Planning, coordinating, administering, and implementing communications strategy;
- Monitoring and researching industry trends, solutions, and best practices;
- Interpreting management priorities and complex analytical information into practical communications strategies, plans, and products;
- Professional writing and editing;
- Performing basic legal research;
- Providing project management, organization, and logistics;
- Deconstructing and retooling complicated messages;
- Coordinating crisis communications;
- Providing customer service;
- Providing attention to detail;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves

sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*