



California Complete Count – Census 2020

Position Duty Statement

Classification Title Appointee	Department California Complete Count (CCC) Census 2020
Working Title Language Access Manager	Office/Unit/Section/Geographic Location Census Outreach Office/Sacramento, Oakland, Fresno, San Diego, Los Angeles
Position Number	Effective Date October, 2018 Revised July 2019

General Statement: The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The State of California depends on census data and Federal funds to deliver quality services to its residents. The California Complete Count Committee - Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Californians to get counted in 2020.

ABOUT THE ROLE

Working under the direction of the Deputy Director of Statewide Initiatives, the Language Access Manager interacts and coordinates with internal and external stakeholders, including contracting partners, across the State of California to ensure that language access and communications needs are being addressed and executed through every stage of the initiative. This position requires time in the office, as well as time in the field overseeing, reviewing, analyzing and providing verbal and written input and reports on deliverables directly related to the Language and Communication Access Plan.

The candidate is responsible for leading in the coordination of the California Complete Count (CCC) office State wide efforts for the Language and Communications Access Census efforts and working closely with the Northern & Southern California Outreach Regional Program Managers (RPMs) to ensure language access needs are addressed in media and CBO contracts, grants, reports and other required documents The position is a fast-paced, outcomes-driven, and requires frequent interaction with top-level management, community leaders, and government officials to facilitate a complete and accurate 2020 Census count of California. Some travel may be required.

Duties and Responsibilities include, but are not limited to:

75% Language Access Oversight and Monitoring

- Lead and oversee the development of the CA Census 2020 Language Access strategic goals and deliverables; and, ensure that all partners, including contractors, adhere to these goals and deliverables during planning and outreach implementation phases.
- Lead, oversee and participate in the coordination of CCC activities with partners and other organizations as they relate to language access issues, as needed.
- Work with multiple departments, Governor's Office (GO) staff, Government Operations (GovOps) Agency staff, Legislature, community partners, and others to deliver key Initiative objectives.
- Participate in educational/informational activities, including meetings and, Legislative briefings; and, as appropriate conduct briefings on language access requirements and/or information conducive to the outreach work by partners involved in outreach efforts.

15% Analysis and Research

- Problem-solve and identify strategies and recommendations to meet language access needs throughout the initiative.
- Lead research and writing high-level analyses and policy briefs related to language access challenges and solutions.
- Analyze and interpret robust data for delivery of project outcomes. Compose correspondence and communications, as needed.

5% SwORD Education/Training

- SwORD is the GIS mapping tool that will serve as the backbone to the CA Census 2020 Campaign work. The Language Access Manager will acquire SwORD training from Census Data Mapping and Geographic Information System (GIS) Manager. May be required to conduct high level training to any stakeholders as appropriate.

5% Other Duties

As needed, performs other lead related duties as required to support the functions of CCC including, but not limited to, help with regional program management role as needed, reviews and comments on CCC guidance, policies and procedures; attends job-related GO, GovOps Agency, CCC and other related CCC Census 2020 meetings; participates in assigned special projects and work groups, including special assignments from GovOps for the Census; and maintains project files.

A. Supervision Received

The Language Access Manager reports directly and receives the majority of assignments from the Deputy Director, Statewide Initiatives. However, direction and assignments may also come from the Director, Chief Deputy Director and other executive staff.

B. Supervision Exercised

No Supervision.

C. Administrative Responsibility

Minor administrative duties required.

D. Personal Contacts

The Language Access Manager interacts with the CCC Census 2020 Director, Chief Deputy Director, Deputy Directors, Assistant Directors and management and staff of CCC. This position will also have interaction with the GO and Agency Secretary, Census Deputy

Secretary and other Deputy Secretaries regarding the Census program, and regional outreach efforts.

E. Actions and Consequences

Inadequate performance by the incumbent may delay work performed by others in the CCC or compromise deliverables to our customers, Agency, legislature or the GO.

F. Functional Requirements

This position may require working in a high-rise building under fluorescent lighting with sufficient temperature control, in close proximity with other employees and utilizes typical office equipment, such as telecommunications equipment, computers, photocopiers/scanners, and fax machines. Laptops and other state equipment used for travel must always be secured. Standing, bending, walking, and stooping are required. The Language Access Manager is expected to be prepared and professional in appearance and must be flexible in terms of work hours and work overtime. Travel to participate in meetings, convenings, and other CCC events is required.

Employee Signature

Date

Printed Name

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