



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

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| <b>Classification Title</b><br>Staff Services Manager I<br>(Specialist) | <b>Unit</b><br>Community and Local Equity<br>Grants | <b>Name</b>           |
| <b>Working Title</b><br>Grant Specialist                                | <b>Position Number</b><br>373-108-4800-00X          | <b>Effective Date</b> |

**GENERAL STATEMENT:**

Under the general direction of the Assistant Deputy Director for the Community and Local Equity Grants Unit, the Staff Services Manager (SSM) I operates as an advisor, program specialist, project leader and coordinator, and provides expert assistance in the development and implementation of policies, procedures, and guidelines for the unit's grant programs, which consists of the California Community Reinvestment Grants program and the Cannabis Equity Grants Program for Local Jurisdictions. This position may require up to approximately 20% travel. This position works independently and in conjunction with the Assistant Deputy Director to perform the following duties:

**ESSENTIAL FUNCTIONS:**

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| <b>35%</b> | <p>Grantee Program Evaluation and Compliance:</p> <ul style="list-style-type: none"><li>• Make recommendations and develop policies, procedures and guidelines for grantee program evaluation and compliance audits. Conduct site visits and meetings with grant recipients to evaluate grantee programs and conduct compliance audits. Said activities may require multiple day/overnight travel.</li><li>• Identify gaps (geographic and category) in applicants, awardees, and grantees to inform continuous program improvement efforts.</li><li>• Develop data management plan for collecting, analyzing, and reporting data.</li><li>• Develop and document invoicing and payment processes and memorialize delineation of responsibilities between GO-Biz units.</li><li>• Develop template for program desk manuals (policies and procedures), sections, and sample content.</li><li>• Develop standardized file documentation and issue tracking for grant management.</li></ul> |
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|     | <ul style="list-style-type: none"> <li>Develop and offer tools to help grantees comply with grant requirements (e.g. accounting, reporting, metrics) and deliver effective programs and services (e.g. peer-to-peer best practices)</li> </ul>  |
| 25% | <p>Assist the Deputy Director and Assistant Deputy Director of the Community and Local Equity Grants Unit:</p> <ul style="list-style-type: none"> <li>Support development and implementation of policies, procedures, and guidelines for all aspects of grant administration, including the application process, evaluation criteria, invoicing, reporting, accounting, and compliance</li> <li>Review the most complex grant applications.</li> <li>Provide complex technical advice to grant program applicants.</li> </ul> |
| 15% | <ul style="list-style-type: none"> <li>Track, monitor, and verify grant compliance and review invoices and reports from grantees. Generate reports relating to grantees, contracts and invoices; assist with the development and maintenance of processes, procedures and data systems to monitor and periodically evaluate the effectiveness of the programs funded by the Community and Local Equity Grants unit.</li> </ul>  |
| 10% | <ul style="list-style-type: none"> <li>Represent the Governor's Office of Business and Economic Development (GO-Biz) and the Community and Local Equity Grants Unit by attending meetings, making presentations or giving speeches at various events and gatherings.</li> </ul>   |
| 10% | <ul style="list-style-type: none"> <li>Complete special projects as needed, and research and respond to high profile and complex inquiries from various stakeholders, including the Governor's Office, the Department of Finance and other state agencies, local governments, local health departments, nonprofit organizations, and other interested parties.</li> </ul>   |
| 5%  | <ul style="list-style-type: none"> <li>Perform other job-related duties as assigned to fulfill the mission, goals and objectives of GO-Biz.</li> </ul>  |

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| <b>SUPERVISION EXERCISED</b> |
| N/A                          |

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| <b>SUPERVISION RECEIVED</b>   |
| This position receives general supervision from the Assistant Deputy Director for the Community and Local Equity Grants unit. |

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| <b>PUBLIC AND INTERNAL CONTACTS</b>   |
| During the course of work, the SSM I has regular and frequent contact with state and local governmental agencies, non-profit organizations, business and economic development |

organizations, local health departments, private citizens, and appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government and private organizations.

#### **INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires a high degree of administrative and technical capability over all facets of grant program development and administration. The incumbent is relied upon to develop and ensure the completion of assignments, and work in complex situations without direct supervision. The ability to set and manage priorities, develop and recommend policies for all programs, and ensure timely and accurate completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

#### **CONSEQUENCE OF ERROR**

This is a high-profile position for GO-Biz. Error, poor judgment, and the lack of professionalism could result in significant negative impacts to the operations and programs administered by the department.

#### **CERTIFICATION**

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

#### **Employee's Signature:**

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| <hr/>  | <hr/>       |
| <b>Staff Services Manager I (Specialist)</b> | <b>Date</b> |

#### **Employee's Printed Name:**

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#### **Supervisor's Signature:**

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| <b>Assistant Deputy Director, Community and Local Equity Grants Unit</b> | <b>Date</b> |

#### **Supervisor's Printed Name:**

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