GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Staff Services Manager ll (Specialist)	**Unit** International Affairs and Trade	**Name**
Working Title Americas Trade & Investment Specialist	**Position Number** 373-100-4801-004	**Effective Date**

GENERAL STATEMENT
The Americas Trade & Investment Specialist in the Governor's Office of Business and Economic Development (GO-Biz) is responsible for the State of California's service presence in the Americas, including assisting businesses looking to export to the region, managing area trade and service offices, developing investment leads and providing support for foreign businesses looking to invest in California. The Americas Trade & Investment Specialist reports directly to the Deputy Director for International Affairs and Trade, coordinates with the Trade Special Advisors, and has the responsibilities listed below. Travel may be required up to 25%.

ESSENTIAL FUNCTIONS	
70%	Development and Promotion of Exports to the Americas duties include: • Screens and facilitates requests from California-based small and medium businesses for export assistance in the Americas, working with companies directly and consultants overseas to ensure services are carried out in a proper and timely manner. Acts as the point person for delivering federal and other state program support (e.g. STEP, SBA, GO-Biz, U.S. & Foreign Commercial Services, etc.) in the Americas. • Assists with the development or implementation of international trade and marketing strategies for California goods and services • Assists with the production of regional and/or international market analysis to support California exports. • Assists in the planning and implementation of trade promotion activities such as trade missions, reverse trade missions, trade fairs, virtual trade events, or similar activities. Recruits relevant businesses for trade missions from throughout all regions of California. Leverages trade mission activity of other regional EDOs. • Actively participates in meetings with foreign governments and other organizations to support the outcome of business activities between California companies and Mexico and Canadian markets.

	• Develops business contacts and partnerships (e.g., with foreign trade offices, trade event organizers, local associations and chambers of commerce). • Leverages California network of U.S. Commercial Service Offices, California Chambers of Commerce, American Chambers of Commerce, Economic Development Corporations, World Trade Centers and others associated with export development to deliver seminars and other instructional programs to California businesses to facilitate their ability to begin exporting goods and services to the Americas. • Identifies and develops export marketing and sales opportunities for California businesses.
15%	Development of Foreign Direct Investment from the Americas duties include: • Responsible for capitalizing on leads generated in the Americas, for investment in California. Works with other federal and state programs (e.g. California Competes, Site Identification and Economic Development Assistance, etc.) to facilitate investments in California. • Receives foreign delegations of potential investors from the Americas. Tracks in-state expositions, sets up meetings between cities, developers and local business owners and investors, and works with in-state partners to successfully bring foreign investment dollars to California. • Leverages California network of Chambers of Commerce, American Chambers of Commerce, Economic Development Corporations, World Trade Centers and others associated with foreign direct investment to optimize opportunities for investment in new capital and jobs in California. • Recruits businesses from the Americas to attend various SelectUSA events or spin-offs in California. • Tracks and compiles quarterly statistics on California foreign direct investment and reports progress to Deputy Director for International Affairs and Trade. Assure all projects and programs are measured against clear performance objectives. • Leads efforts to bolster California's image in the Americas as the world capital of innovation in advanced manufacturing, bioscience, infrastructure, technology, sustainability technologies in energy, air, and water, entertainment and zero emission vehicles to boost foreign investment from the Americas.
10%	Selection and Management of Americas Trade and Service Offices duties include: • Responsible for managing trade office program in Mexico and Canada and future trade offices in the Americas region, including identification of potential consultants, RFP definition, consultant selection process, and trade office set up. • Serves as point person working with relevant state agencies, state colleges and universities, trade network partners and regional specialists in implementing and overseeing programs related to the state's trade offices in the Americas. • Tracks and compiles monthly statistics on trade and service office program and reports progress to the Deputy Director for International Affairs and Trade. Assures all projects and programs are adhering to a high standard of performance. Establishes standards and performance objectives for each trade and service office.
5%	Other duties as assigned.

SUPERVISION EXERCISED
This position does not supervise.

SUPERVISION RECEIVED
The Staff Services Manager ll (Specialist) serves under the direction of the Deputy Director, International Affairs and Business Development.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular contact with governmental agencies, high-level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION
The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR
Error, poor judgment, and the lack of professionalism could result in the loss of significant economic development and job creation in California.

CERTIFICATION
This position statement fairly represents the responsibilities 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 Signature:

_____	_____
Staff Services Manager ll (Specialist), International Affairs	**Date**

Employee's Printed Name:

_____	

Supervisor's Signature:

_____	_____
Deputy Director, International Affairs and Business Development	**Date**

Supervisor's Printed Name:

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DESIRABLE QUALIFICATIONS

- Demonstrated background of practical managerial level experience in a government international trade agency or a combination of private sector and government trade promotion and assistance
- Demonstrated working experience with STEP, GO-Biz, CDFA Export program and US & Foreign Commercial Service
- Fluency in Spanish and Proficiency in Portuguese
- International trade show and trade mission experience
- Experience working with and managing federal grants and programs
- Knowledge of economic development strategies, programs applicable to business and job development, the U.S. Commercial Service and other trade-related government agencies, and pertinent U.S. laws and regulation affecting exporting and international trade
- Additional consideration will be given to candidates with prior foreign service trade experience
- Additional consideration will be given to candidates with practical business experience in trade and investment in and with Canada, Mexico, Colombia and Chile.