



GAVIN NEWSOM  
GOVERNOR

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

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Unit</b> California Competes	<b>Name</b>
<b>Working Title</b> California Competes Analyst	<b>Position Number</b> 373-100-5393-XXX	<b>Effective Date</b>

<b>GENERAL STATEMENT</b>
The California Competes (CalCompetes) Analyst will receive direct supervision from the Staff Services Manager II (SSMII), Assistant Deputy Director of the CalCompetes program, and indirect supervision from the Deputy Director of the CalCompetes program. The CalCompetes Analyst will work independently and with the CalCompetes team to promote and achieve the goals of the CalCompetes programs and GO-Biz. The incumbent's responsibilities will include the following:

<b>ESSENTIAL FUNCTIONS</b>	
<b>35%</b>	<p>Review CalCompetes applications and make recommendations based on the factors in the CalCompetes guidelines.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• Work with business applicants to understand their structure and business needs.</li> <li>• Evaluate applications and work with applicants to gather additional information as needed.</li> <li>• Review, analyze, and verify additional information gathered from applicants.</li> <li>• Make recommendations regarding whether applicants should be awarded a CalCompetes tax credit or grant and the details of the negotiated portions of the CalCompetes agreements.</li> <li>• Draft agreements for businesses that have been selected for award of a CalCompetes grant or tax credit.</li> </ul>
<b>20%</b>	<p>Work with businesses before and after they apply for a CalCompetes grant and/or tax credit. Duties include:</p> <ul style="list-style-type: none"> <li>• Provide technical assistance to CalCompetes applicants and awardees.</li> <li>• Identify and resolve potential issues with businesses prior to their submitting an application or annual milestone compliance worksheet.</li> <li>• Review and evaluate annual milestone compliance worksheets submitted by credit and/or grant recipients.</li> </ul>

<b>15%</b>	<p>Provide application review, analysis, evaluation, and other assistance for grant programs administered by GO-Biz, including:</p> <ul style="list-style-type: none"> <li>• Capital Infusion Program</li> <li>• Small Business Technical Assistance Expansion Program</li> <li>• California Community Reinvestment Grants Program</li> </ul>
<b>15%</b>	<p>Data tracking and analysis. Duties include:</p> <ul style="list-style-type: none"> <li>• Aid in the statistical analysis of CalCompetes to better target and market the unit's programs to areas of need.</li> <li>• Evaluate business trends and how they affect companies and the use of the tax credits and/or grants.</li> <li>• Cross correlate and ensure accuracy/consistency of information between multiple data sources and reports.</li> <li>• Create and update multiple reports and spreadsheets during and at the conclusion of each application period.</li> <li>• Update the CalCompetes website for new awardee information at the conclusion of each application period.</li> </ul>
<b>10%</b>	<p>Outreach, communication, and marketing of the CalCompetes program. Duties include:</p> <ul style="list-style-type: none"> <li>• Help design and update marketing materials and targeting strategies for the CalCompetes grant and tax credit.</li> <li>• Participate in targeted marketing and promotional efforts.</li> <li>• Coordinate marketing efforts with public officials, chambers of commerce, and economic development agencies.</li> <li>• Provide public outreach at workshops and public events.</li> <li>• Articulate and explain the CalCompetes program in exceptional detail.</li> <li>• Ensure attendees of public workshops and online webinars have an understanding of the CalCompetes program and be able to accurately respond to questions from the public regarding the program.</li> </ul>
<b>5%</b>	Other duties as assigned.

<b>SUPERVISION EXERCISED</b>
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None.
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<b>SUPERVISION RECEIVED</b>
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This position receives direct supervision from the Assistant Deputy Director (SSMII) of the CalCompetes program.
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<b>PUBLIC AND INTERNAL CONTACTS</b>
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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.
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**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 timeframes.

**CONSEQUENCE OF ERROR**

High error or poor assessments could result in the loss of potential economic development and job creation in California.

**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 Signature:**

<b>Associate Governmental Program Analyst</b>	<b>Date</b>

**Employee’s Printed Name:**

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**Supervisor’s Signature:**

<b>Assistant Deputy Director, California Competes Tax Credit Program</b>	<b>Date</b>

**Supervisor’s Printed Name:**

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