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GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Associate Governmental Program Analyst	**Unit** California Business Investment Services	**Name**
Working Title Regional Economic Recovery Coordinator (North State)	**Position Number** 373-101-5393-901	**Effective Date**

GENERAL STATEMENT
The Regional Economic Recovery Coordinator will receive direct supervision from the Regional Community-Based Solutions Manager, Northern California and general program direction from the Community-Based Solutions Supervisor and the Senior Advisor of Business Development. This position is responsible for Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte and Sierra counties and will back-up/assist with other surrounding counties. This position includes approximately 10% travel.

ESSENTIAL FUNCTIONS	
35%	Coordinate and convene region-wide economic recovery activities of stakeholders representing federal, state, regional, and local governments, as well as interested parties such as industry groups, institutions of higher education and workforce development, to build regional capacity for achieving economic goals and recovery objectives. Duties include: • Interact with state, federal, and local officials, and public and non-profit stakeholders; coordinate and lead meetings, trainings, workshops, and/or conferences on programs and activities that match community requirements and objectives; and advocate on behalf of communities toward the successful application for emergency and/or economic recovery funds. • Develop a detailed understanding of municipal, cross jurisdictional, regional, and industry needs and requirements and apply expertise and technical leadership in matching those requirements with suitable support of funding, staffing, and/or supplies. • Record all contacts, meetings, and opportunities in Salesforce, a client relationship management database. • Serve as technical expert on resources available for disaster relief and recovery for public economic development and place-based developments.

	• Regularly advise the Senior Advisor, Assistant Deputy Director, CalBIS, and related GO-Biz departments on economic recovery strategies, cluster development issues and factors influencing regional economic recovery. This involves staging weekly conference calls, preparation of monthly reports and briefings as appropriate.
30%	Prepares, reviews, analyzes, composes and/or edits regional and local economic development and recovery strategic and planning documents. Prepares and writes on economic, community, and industry trends for use by regional, state, and federal stakeholders. Researches and responds to inquiries from stakeholders on a wide variety of issues related to economic and disaster recovery. Manages inventory of information and documents related to planning, trends, and strategy development.
30%	Develop and maintain a "Regional Economic Recovery Tool Kit," a collection of resources that will enhance the capacity of public and non-profit entities to identify, plan for, and secure the funds, support, and supplies needed to respond to short- and long-term economic recovery and to promote economic resilience. The Tool Kit should include workforce and economic development programs of the State of California and the federal government. Duties will include: • Monitor the changes and additions to workforce and economic development programs available to California communities and stakeholders. • Collect and process labor market information in a manner consistent with the general needs of businesses evaluating California for the creation of new jobs. Prepare electronic systems or published materials that will convey all elements of the "Regional Economic Recovery Tool Kit" to target audiences.
5%	Other duties as required and allowable.

SUPERVISION EXERCISED
None.

SUPERVISION RECEIVED
This position receives direct supervision from the Regional Community-Based Solutions Manager, Northern California and general program direction from Community-Based Solutions Supervisor and the Senior Advisor for Business Development.

PUBLIC CONTACT
During the course of work, the incumbent has regular and frequent contact with federal, state, and local governmental agencies, elected and appointed officials, members of the public, and representatives of stakeholder groups. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various organizations.
CONSEQUENCE OF ERROR
It is imperative that the incumbent is tactful at all times when assisting partners, and a lack of professionalism could result in the loss of significant economic development, economic recovery, and job creation in California.

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.

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:

Associate Governmental Program Analyst, GO-Biz	**Date**

Employee's Printed Name:

Supervisor's Signature:

Regional CBS Manager, Northern CA	**Date**

Supervisor's Printed Name:

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Experience utilizing programs for economic development
- Ability to review and analyze programs and policies
- The ability to work with minimal supervision by being a self-motivator and a team player
- Excellent organization, analytical, written and oral communication skills, and the ability to effectively work with staff and stakeholders at all levels
- The ability to handle changing priorities, and work under pressure within time constraints
- A record of dependability and reliability
- Familiarity with Microsoft Office software (Word, Excel, and Access)