



GAVIN NEWSOM  
GOVERNOR

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

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Staff Services Manager I (Sup)	<b>Unit</b> California Film Commission	<b>Name</b>
<b>Working Title</b> Permit Manager	<b>Position Number</b> 373-103-4800-001	<b>Effective Date</b>

**GENERAL STATEMENT:**

The California Film Commission (CFC) is a state program within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state-owned and operated properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues and works closely with cities and counties to create "film-friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

The CFC permitting department issues permits for filming on all state-owned and operated beaches, parks, buildings, roads and open acreage. Under the supervision of the Director and Deputy Director of the California Film Commission, the Permit Manager leads the team of Permit Coordinators that are responsible for a wide range of tasks including consulting with location professionals, production companies, and government departments as well as analyzing permit requests, providing training to fellow employees, and working on and making recommendations for an efficient permitting system.

**ESSENTIAL FUNCTIONS:**

<b>60%</b>	<p><b>PERMIT DEPARTMENT ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• This position involves a high level of administrative duties, decision-making and problem-solving.</li> <li>• Supervise and direct the activities of Permit Coordinators to ensure successful delivery of permits in a timely manner; plan daily and weekly tasks; review assignments for completeness, as needed.</li> <li>• Oversee the issuance of the most difficult and complex permits, including those requiring pre-production meetings to coordinate lane, freeway, or bridge closures.</li> <li>• Assign special projects to Permit Coordinators, as required and work closely with them to ensure the adoption of methods and processes that expedite and</li> </ul>
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	<p>streamline the permitting process.</p> <ul style="list-style-type: none"> <li>• Review and approve all written requests for the use of Unmanned Aerial Systems (drones) used for filming over state-owned and operated property and stay current on all Federal Aviation Administration regulations regarding the use of drones for commercial purposes.</li> <li>• Interpret and apply departmental rules and regulations.</li> <li>• Review the issuance of invoices and payments with the Permit staff. Ensure that payments for review, inspection fees and monitors are collected and forwarded to partner state agencies.</li> <li>• Issue film permits when necessary and maintain an efficient permit system.</li> <li>• Ensure prompt, accurate and efficient service delivery to production companies involved in the production of feature films, television programs, commercials, digital media and still photography.</li> <li>• Assist the Director and Deputy Director to evaluate and develop permitting guidelines for the production community and the permit services that represent certain production entities, make recommendations, and implement procedures, policies, and program alternatives.</li> <li>• Supervise and direct technical program staff, plan daily and weekly tasks, review assignments for completeness and verify to ensure that all data are recorded and tracked accurately, ensure that staff adheres to deadlines, oversee management of databases for several tax credit programs.</li> <li>• Knowledgeable of principles and practices of employee supervision, development, and training; performs all human resources-related tasks for technical staff in the tax credit department, including hiring and onboarding of new staff and consultants, performance evaluations, and monthly timekeeping.</li> </ul>
15%	<p><b>PRODUCTION ASSISTANCE/ OUTREACH</b></p> <ul style="list-style-type: none"> <li>• Facilitate solutions to problems encountered by production companies filming in California and act to resolve issues between production companies and government entities on both short- and long-term production issues.</li> <li>• Maintain a positive working relationship with the California Highway Patrol, Caltrans, State Parks, and other state agencies involved in film permitting and assist the Director and Deputy Director with outreach to the film community, individual cities, and all levels of government to promote film-friendly practices.</li> <li>• Coordinate and/or attend a variety of meetings to facilitate problem-resolution on production-related issues, meet with city and county representatives when necessary and stay informed of federal, state, city and county issues that affect filming.</li> <li>• Assist in organizing and coordinating outreach efforts to market the California Film Commission and the State as a filming destination.</li> </ul>
10%	<p><b>ANALYSIS</b></p> <ul style="list-style-type: none"> <li>• Collect and analyze statistics on state film permits as well as other filming jurisdictions and provide monthly, quarterly and/or annual reports. Prepare written documents and charts that evaluate these reports. Reports may include an analysis of the factors contributing to increases, decreases and other results identified by the data.</li> <li>• Consult and work with numerous agencies throughout federal, state and local jurisdictions to evaluate the impacts of filming on government property.</li> <li>• Assist the Director or Deputy Director in reviewing city film ordinances and</li> </ul>

	<p>legislation that may affect filming in California.</p> <ul style="list-style-type: none"> <li>• Provide the Director and/or Deputy Director with interim reports, best practices, and other information related to the topic of permitting.</li> <li>• Work with the permit team to evaluate underutilized and/or vacant state properties for possible use as film locations, reviews newly posted DGS properties and occasionally visits state locations. Provide referrals to alternative filming sites and locations when requested state locations are unavailable.</li> </ul>
<b>10%</b>	<p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• Assemble and draft information to be posted on the CFC website and/or in the CFC newsletter.</li> <li>• Develop and/or maintain internal resources and facilitate an updated list of state agency contacts.</li> <li>• Stay abreast of government regulations that affect filming activities, disseminate pertinent information, as needed, and draft Production Alerts when changing conditions affect filming on State property.</li> <li>• Create and conduct training and informational presentations on film permitting for the benefit of production personnel, new personnel, students and/or permit service employees who represent production entities.</li> <li>• Draft reports, presentations, and fact sheets, as needed, at the direction of the Director or Deputy Director.</li> </ul>
<b>NON-ESSENTIAL FUNCTIONS</b>	
<b>5%</b>	Other duties as assigned.

**SUPERVISION EXERCISED**

This position supervises staff members within the permit department.

**SUPERVISION RECEIVED**

This position receives direct supervision from the Deputy Director and Director.

**PUBLIC AND INTERNAL CONTACTS**

During the course of work, the incumbent has regular contact with high-level governmental agencies, high-level members of studios and production companies, private citizens and elected officials. These contacts require a high degree of sensitivity and an awareness of protocols and interrelations between governmental and private organizations.

**INITIATIVE AND INDEPENDENCE OF ACTION**

Management/Supervisory:

This position requires a high degree of administrative, technical and management capability over extremely sensitive economic development projects. The incumbent is relied upon to develop and ensure the completion of assignments and delegates work in complex situations with or without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skill, perceptive judgment, independence of action and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth 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 Human Resources 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 ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>Employee Name (Printed)</b>	<b>Employee Signature</b>	<b>Date</b>
<i>Employee's Title</i>		

**SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.**

<b>Supervisor's Printed Name</b>	<b>Supervisor's Signature</b>	<b>Date</b>
<i>Supervisor's Title</i>		