



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Staff Services Analyst	Unit California Film Commission	Name
Working Title Program Coordinator	Position Number 373-103-5157-0010	Effective Date May 1, 2019

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 Program Coordinator (SSA) works under the general direction of the Program Director in the Film & TV Tax Credit Program (Program). The Program Coordinator performs varied analytical staff services assignments and is responsible for providing administrative assistance to the Program.

ESSENTIAL FUNCTIONS

30 %	Track program applicants filming outside of the Los Angeles Zone and collect Local Community Expenditure Reports from productions. Analyze data, generate statistical reports, and create regional filming reports per county.
30 %	Participate in analytical studies of educational organizations and non-profits as it relates to the Career Readiness requirement. Monitor and track applicants' data regarding selected option to fulfill requirement; prepare reports and verify appropriate verification forms. When the activity or contribution is complete, review and confirm receipt of final verification forms, signed by both the

	production company and the site supervisor, educator extern or intern, to be included in the applicant's final documentation for a tax credit certificate. Track and manage survey responses completed by participants.
15 %	Gather, tabulate, and analyze program data; maintain spreadsheets, conduct analysis, and compile statistics on productions in the program. Assist Program Manager in collecting and organizing data in response to requests from the public, annual progress reports, and other pertinent correspondence requests.
10 %	Recurring duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures in relation to the execution of Tax Credit Program. Provide back-up for maintaining the Program's funding ledger, specific analysis involves: creating fiscal year breakdowns per project category, updating status changes and appropriate approved funding, creating new entries for approved projects, resolving complex funding transfers and allocations, tabulating fiscal years' starting totals.
10 %	Assist in analyzing application information to verify Program eligibility and supporting materials. Enter information into online portal and prepare Credit Allocation Letters and Tax Credit Certificates for Executive Director's final approval and signature.
5 %	Other duties assigned as needed in support of the Program and the CFC.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles
- High proficiency with MS Office – Excel, Word, Outlook, PowerPoint, Access
- Practices of public and business administration; management analysis and budgeting
- Governmental functions and organization

Ability to:

- Reason logically and creatively to resolve complex problems; develop and evaluate alternatives
- Analyze data and present ideas and information effectively both orally and in writing, and use a wide variety of reference materials
- Treat others on the team with respect
- Gain and maintain the confidence and cooperation of those contacted during the course of work
- Organize and prioritize work; manage multiple tasks and assignments; create/draft correspondence
- Create and maintain detailed data tables using mathematical formulas
- Produce quality written documents to ensure maximum effectiveness in communications
- Act courteously toward the public with excellent customer service
- Perform clerical work, operate office machines, and follow oral and written directions

Skills:

- Excellent organizational skills and attention to detail
- Outstanding interpersonal skills

DESIRABLE EXPERIENCE/QUALIFICATIONS

- Maintains good work habits and attendance
- Demonstrates a commitment to performing duties in a service-oriented manner
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Knowledge of the motion picture production process; understanding of pre-production, principal photography and post-production
- Knowledge of motion picture terminology
- Adheres to all policies and procedures
- Ability to analyze situations accurately and take effective action
- Willingness to do routine or detailed work in order to learn the practical application of administrative principles
- Demonstrates capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests
- Willingness and ability to accept increasing responsibility
- Ability to work independently in a team setting
- Ability to maintain confidentiality and adhere to the highest possible code of ethics

SUPERVISION EXCERCISED

None.

SUPERVISION RECEIVED

This position receives direct supervision from the Tax Credit Program Manager.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular contact with state agencies, production companies, private citizens, and location personnel. 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

The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

High error or poor judgments and lack of professionalism could result in the loss of significant economic growth 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's Signature <hr/>	Date <hr/>
Employee's Printed Name <hr/>	

Supervisor's Signature <hr/>	Date <hr/>
Supervisor's Printed Name <hr/>	