



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA

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

POSITION DUTY STATEMENT

<b>Classification</b> ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	<b>Unit</b> 102	<b>Name</b>
<b>Working Title</b> Special Grant Programs Analyst	<b>Position Number</b> 373-102-5393-901	<b>Effective Date</b>

**GENERAL STATEMENT:**

OUR VISION: Helping All of California's Small Businesses, Startups, and Entrepreneurs Start, Scale, & Succeed

OUR MISSION: The California Office of the Small Business Advocate (CalOSBA) supports economic growth and innovation and ensures that ALL California small businesses and innovative startups have the information and direct support they need to better navigate resources, programs, and regulations. CalOSBA serves as the voice of small businesses, representing their views and interests across the state and advocating for equitable access to capital, markets, and networks so that all California small businesses successfully start, manage, scale, and become more resilient.

The Grants Program Analyst supports the implementation of key CalOSBA programs and initiatives. This person will execute administrative processes, communicate instructions to partners, ensure timely payment, report on program performance internally and externally, and ensure that all programs are managed in a timely manner and in accordance with both federal and state administrative and reporting requirements.

This position works under the direction of the Federal Grants Program Manager (Innovation & Entrepreneurship), with indirect supervision by the Assistant Deputy Director of Entrepreneurship & Innovation, California Office of Small Business Advocate (CalOSBA), the CalOSBA Deputy Director and the CalOSBA Director.

Up to 5% travel may be required.

**ESSENTIAL FUNCTIONS:**

45%	<p>Grant Administration: Preparing, analyzing, and reviewing technical information</p> <ul style="list-style-type: none"><li>• Independently prepares reporting guidelines, grant submission documentation, and compliance protocols for assigned grant programs, including but not limited to the following:<ul style="list-style-type: none"><li>o Technical Assistance for Capital Readiness, Small Business Opportunity Program, Technical Assistance Program, Capital Infusion Program, Accelerate California, Performing Arts Equitable Payroll Fund, and CA RISE, herein referred to as "Programs".</li></ul></li><li>• Prepares, analyzes, and reviews technical reports, regulatory language, memoranda, newsletters, contracts, and grant agreements, and other written materials in support of small business grant programs administered by the office. Technical reports may include trends and policy information on small businesses and entrepreneur segments in California or program-specific reports regarding grant program progress and outcomes.</li><li>• Reviews Programs regulations, guidelines, and supports the development of RFPs/Program Announcements released by the office</li><li>• Prepares, analyzes, and reviews data in Excel spreadsheets (or other data platforms), to assess grant program progress and outcomes for the office.</li></ul>
-----	--

	• Reviews and validates written and financial reports from grantees and performs analysis as directed.
30%	<p>Program Management: Supporting operations and interagency collaboration</p> <ul style="list-style-type: none"> <li>• Coordinates the implementation of CalOSBA Programs and other programs as assigned by the Program Manager, Assistant Deputy Director, Entrepreneurship &amp; Innovation.</li> <li>• Prepares, submits and tracks payment information to appropriate administrative teams including Budgets and the Department of Finance.</li> <li>• Reviews application and approval processes and makes recommendations to the designated Program Manager on necessary revisions.</li> <li>• Provides support for developing and maintaining an online grantee portal for CalOSBA programs and ensures the portal contains thorough, accurate, and up-to-date information.</li> <li>• Researches, tracks and analyzes the small business ecosystem in the state key including stakeholder mapping.</li> <li>• Planning and coordination of meetings and events.</li> <li>• Prepares materials and provides support for webinars, workshops, and conference calls to promote Programs. May also attend and coordinate presentation of relevant materials during meetings.</li> <li>• Solves any program-related issues related to execution of the program(s) for grantees.</li> <li>• Responds to small business assistance inquiries via ZenDesk (customer service software) or other methods.</li> </ul>
20%	<p>Communications: Supporting information sharing and internal &amp; external engagement</p> <ul style="list-style-type: none"> <li>• Maintains correspondence and documentation related to Programs, and works with the Federal Grants Program Manager and Programs team to provide appropriate answers to questions from businesses and consultants regarding specific business opportunities and requirements.</li> <li>• Develops marketing and outreach strategies to promote small business programs.</li> <li>• Promotes interagency collaboration around participation in small business programs and opportunities.</li> <li>• Maintains website content and outreach materials to ensure thorough, accurate, and up-to-date information.</li> </ul>
5%	Other duties as assigned
%	
<b>MARGINAL FUNCTIONS:</b>	
%	

<b>SUPERVISION EXERCISED:</b>
None

<b>SUPERVISION RECEIVED</b>
<p>This position receives direct supervision from the Federal Grants Program Manager (Innovation &amp; Entrepreneurship), with indirect supervision by the Assistant Deputy Director of Entrepreneurship &amp; Innovation, California Office of Small Business Advocate (CalOSBA), the CalOSBA Deputy Director and the CalOSBA Director.</p>

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

**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**

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.

**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 Special Grant Programs Analyst</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 Name(Printed)</b>	<b>Supervisor's Signature</b>	<b>Date</b>
<i>Supervisor's Title Federal Grant Programs Manager</i>		