



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> 101	<b>Name</b>
<b>Working Title</b> Business Ready Sites Coordinator	<b>Position Number</b> 373-101-5393-901	<b>Effective Date</b>

**GENERAL STATEMENT:**

The REDI Sites Coordinator performs the more responsible, varied, and complex technical analytical staff services assignments, while supporting the Community & Place-Based Data Tool and California's statewide economic strategy by identifying and advancing development-ready sites suitable for business headquarters, research facilities, and industrial manufacturing across the state's 13 economic regions. This role may require approximately 10% travel. The position reports directly to the Regional Engagement & Development Manager within the Regional Economic Development Initiatives (REDI) unit, and receives general program direction from the Associate Deputy Director and the Senior Advisor for Economic Policy.

**ESSENTIAL FUNCTIONS:**

50%	<p>Sites Program Coordination Support the advancement of the California Jobs First Economic Blueprint by identifying and evaluating development-ready sites. Independently provide technical assistance to regional stakeholders, including EDOs, cities, counties, joint power authorities, and utility/community service districts with jurisdiction over the proposed sites, to promote investment in business headquarters, R&amp;D facilities, and industrial manufacturing.</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"><li>• Independently identify, evaluate, and maintain an inventory of "ready-to-go" sites across California's 13 economic regions</li><li>• Facilitate communication between the REDI unit and regional entities to ensure information sharing, technical assistance, and alignment of goals</li><li>• Plan and support stakeholder engagement to assess site readiness and regional priorities</li><li>• Independently research site eligibility, permitting status, zoning, and infrastructure needs</li><li>• Independently provide REDI leadership with recommendations based on regional data, site characteristics, and economic development trends</li></ul>
30%	<p>Records Keeping, Strategic Reporting, and Operational Tasks Leverage the Community &amp; Place-Based Data Tool to collect, analyze, and report site data that supports economic strategy and policy implementation.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"><li>• Independently manage the Community &amp; Place-Based Data Tool to ensure data is current and accurate.</li><li>• Work with FT Locations representatives to provide current data and track all submitted updates.</li><li>• Independently review account requests and sites submitted by eligible entities, and confirm that program criteria are met</li><li>• Independently maintain accurate records of sites, stakeholder engagement, and regional development activity using CRM platforms</li><li>• Track economic indicators related to site selection and investment readiness</li><li>• Prepare briefings and presentations on regional and statewide site development strategies</li><li>• Collaborate with internal teams such as CalBIS to incorporate site readiness insights into broader initiatives</li></ul>

15%	<p>Interagency Coordination and Communication Support internal and external collaboration through effective meeting coordination and resource development. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Organize and support virtual and in-person meetings with public and private stakeholders</li> <li>• Represent the REDI unit in partner forums and interagency meetings</li> <li>• Maintain accessible materials and tools to support senior leadership and regional engagement</li> <li>• Provide timely updates and briefing materials on site activity and emerging opportunities</li> </ul>
5%	<p>Other duties as assigned</p> <ul style="list-style-type: none"> <li>• Perform additional tasks in support of REDI's strategic goals, including participation in interagency projects and internal process improvements as directed by the Regional Engagement &amp; Development Manager, Associate Deputy Director, and the Senior Advisor for Economic Policy.</li> </ul>
%	
<b>MARGINAL FUNCTIONS:</b>	
%	

<b>SUPERVISION EXERCISED:</b>
None

<b>SUPERVISION RECEIVED</b>
This position receives direct supervision from the Regional Engagement & Development Manager of the Regional Economic Development Initiatives (REDI) unit and general program direction from the Associate Deputy Director and the Senior Advisor for Economic Policy.

<b>PUBLIC AND INTERNAL CONTACTS</b>
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.

<b>INITIATIVE AND INDEPENDENCE OF ACTION</b>
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.

<b>CONSEQUENCE OF ERROR</b>
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.

Employee Name (Printed)	Employee Signature	Date
Employee's Title Business Ready Sites Coordinator		

**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.**

Supervisor's Name(Printed)	Supervisor's Signature	Date
Supervisor's Title Associate Deputy Director		