



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA

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

POSITION DUTY STATEMENT

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| Classification ASSOCIATE GOVERNMENTAL PROGRAM ANALYST | Unit 101 | Name |
| Working Title Infrastructure & Economic Development Coordinator | Position Number 373-101-5393-901 | Effective Date |

GENERAL STATEMENT:

Under the general direction of the Regional Engagement Manager, the Infrastructure and Economic Development Coordinator/Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex analytical duties to support the REDI team's engagement with local and regional partners leading on transportation, supply chain and infrastructure development as well as supporting multiple grant programs and research studies. This position will be considered a twelve-month Limited Term with the potential for an additional twelve-month term, not to exceed a total of twenty-four months. This position may require up to 10% travel.

ESSENTIAL FUNCTIONS:

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| 40% | Serve as the primary GO-Biz liaison to the various infrastructure and supply chain stakeholders throughout the State, and support internal programs and activities including but not limited to: <ul style="list-style-type: none">• Lead the California Port Data Partnership and the Port Data Interoperability Grant program in partnership with the Grants & Contracts Unit.o Review and analyze ongoing grant program reporting processes, as well as technical documents provided on behalf of grantees for performance review.o Process and categorize grant reporting documents provided by grantees to meet statutory reporting requirements as required.• Engage and actively participate in statewide infrastructure, transportation and goods movement working groups on behalf of the office, as required.• Correspond, communicate, and present to state agencies and departments statewide on infrastructure, transportation and goods movement topics related to GO-Biz and the statewide business and economic development community.• Support alignment efforts with the related government agencies and the State's economic development activities. |
| 30% | Infrastructure Development Support the 13 regional economic development collaboratives established under California Jobs First supported by GO-Biz in engaging with local and regional agencies and infrastructure developers to: <ul style="list-style-type: none">• Seek partnership opportunities between regional infrastructure leads and the regional California Jobs First initiatives.• Identify and map major infrastructure projects that are necessary for/anticipated to support economic development and tradable sector job creation in a local community/region.• Collaborate with local governments to support the development of tax increment financing tools, with a particular emphasis on using assessed funds for infrastructure development.• Conduct research studies in partnership with the Economic Impact & Research Coordinator to map economic impact of infrastructure development. |
| 15% | Policy Analysis & Tracking Serve as a technical expert and adviser to GO-Biz Senior Staff on relevant California infrastructure and supply chain |

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| | <p>policies, including but not limited to:</p> <ul style="list-style-type: none"> • Review and analyze legislative efforts, budget priorities, and emerging policy proposals relevant to infrastructure development, supply chain, and tax increment financing tools. • Respond to inquiries on California's infrastructure and supply chain ecosystem and communicate its attributes, assets, and strengths to relevant stakeholders. • Attend workshops, conferences, seminars, and other related opportunities to learn about emerging infrastructure and supply chain trends that may support state efforts and to highlight and showcase the work of GO-Biz to support infrastructure development in California. • Prepare briefings, policy analyses, and advisory memorandums as requested for various infrastructure and supply chain efforts, trends in transportation, and other relevant California supply chain topics. • Maintain and update GO-Biz information and statistics on transportation and goods movement for deployment on webpages and informational material. |
| 10% | <p>Administrative Support</p> <p>Support administrative functions and personnel matters of the Regional Economic Development Initiative (REDI) team as requested and provide technical support to the team including but not limited to:</p> <ul style="list-style-type: none"> • Attend weekly meetings within the unit and support administrative functions of unit meetings and activities. • Assess, record, and input infrastructure and supply chain contacts within a client relationship management database, to organize project management, partner relationships, and relevant communications. • Draft subject matter specific briefing memos for GO-Biz leadership regarding pending state and federal legislation, regulatory actions, stakeholder and industry engagement, etc. • Collaborate constructively with other teams across GO-Biz on overlapping projects as necessary, such as the Business Investment Services Unit, International Affairs and Trade Unit, Zero Emission Vehicles (ZEV) unit, and the Energy Unit. • Collaborate constructively with other state agencies and offices on overlapping projects as necessary, such as the California State Transportation Agency, the California Department of Transportation, the Governor's Office of Land Use and Climate Innovation, the California Transportation Commission, the State Lands Commission, etc. |
| 5% | Perform other job-related duties as assigned to fulfill the mission, goals and objectives of GO-Biz. |
| MARGINAL FUNCTIONS: | |
| % | |

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED

This position reports to the Regional Engagement Manager within the REDI unit, but may also receive guidance, supervision and assignments from the unit's Project Financing Manager, Associate Deputy Director, Deputy Director for Innovation and Emerging Technology and the Senior Advisor for Economic Policy.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the AGPA has regular and frequent contact with state and local governmental agencies, non-profit organizations, stakeholders and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various governments, private organizations, stakeholders and the media.

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.

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| Employee Name (Printed) | Employee Signature | Date |
| <i>Employee's Title Infrastructure & Economic Development Coordinator</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.

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| Supervisor's Name(Printed) | Supervisor's Signature | Date |
| <i>Supervisor's Title Associate Deputy Director</i> | | |