



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA

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

POSITION DUTY STATEMENT

Classification OFFICE TECHNICIAN (TYPING)	Unit 103	Name
Working Title Program Assistant	Position Number 373-103-1139-006	Effective Date

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.

Under general supervision of the Staff Services Manager II (SSM II), the Office Technician (OT) performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively is of primary importance at this level.

ESSENTIAL FUNCTIONS:

30%	PROGRAM SUPPORT Gather and review program information pertaining to facilitation of the Soundstage Filming Tax Credit Program. Research, gather, and review information in order to effectually implement the improvements and modifications that differ from the Film and TV Tax Credit Program. Communicate effectively and assist Deputy Director, Program Managers, and Analysts with staff services, such as drafting forms and utilizing proper Microsoft Excel or Word formats for guidelines, tracking tips, checklists, and other correspondences. Work closely with the Program Advisor and Managers in ensuring proper formatting and ADA accessibility checks are performed for the following documents: guidelines, application procedures, qualified expenditure charts, expenditure tracking tips, Agreed Upon Procedures, and other program documents. Create presentations, compose meeting handouts, set-up and facilitate virtual meetings. Assist the Program Manager in facilitating orientation sessions for all approved applicants. Send meeting notifications, track attendance, take meeting notes.
30%	PROGRAM DATA PROCESSING AND MAINTENANCE Update records in the Tax Credit Program database and application portal. Provide clerical support in the following areas - Data entry duties includes: applicant information, production contact

	<p>information, production schedule, labor statistics, qualified and non-qualified spend, local expenditures. Arrange meeting logistics and compile, duplicate, and distribute meeting materials.</p> <p>Create and maintain contact lists of applicants. Keep contacts' database up-to-date and accurate. Provide clerical assistance, answer phones, scan documents, make copies, distribute correspondence. Send out email correspondences to Tax Credit Program applicants; update waitlisted projects.</p> <p>Track interim responsibilities of all active productions; monitor production schedules such as start dates, hiatus periods, principal photography days, and release dates.</p> <p>Monitor submission of required documentation, such as call sheets and production reports. Review mandatory documentation (schedule, script, dailies) to verify hiatus deadlines.</p> <p>Maintain official tax credit applicant materials for active, waitlisted, and inactive projects. Keep organized correspondences of confidential information, files, and folders, both electronically and paper copies.</p>
25%	<p>PROGRAM SUPPORT</p> <p>Maintain tax credit calendar in Microsoft Outlook to track production schedules, orientation meetings, guidance sessions, general tax credit info sessions and reserve meeting rooms, when applicable. Work closely with the Tax Program Associate in maintaining Google calendar on CFC webpage.</p> <p>Manage calendars, schedule appointments, and coordinate meetings for the Deputy Director. Maintain confidentiality in setting up meetings and calls via Teams and/or Zoom. Assist the Deputy Director and Program Manager with travel arrangements and coordination, including preparing travel claims and making reservations.</p>
10%	<p>CUSTOMER SERVICE</p> <p>Meet and deal tactfully with the public regarding the Tax Credit Program. Assist Tax Credit Program Assistant in directing calls to proper Tax Credit Program staff. Require detailed and sensitive public contact and/or independent origination of correspondence involving knowledge and application of CFC regulations, policies and procedures. Good judgment and ability to communicate effectively is of primary importance.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Other duties assigned.</p>
MARGINAL FUNCTIONS:	
%	

SUPERVISION EXERCISED:

None.

SUPERVISION RECEIVED

This position receives direct supervision from the SSM II.

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

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.

Employee Name (Printed)	Employee Signature	Date
Employee's Title Program Assistant		

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 Deputy Director		