



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Analyst III (12-month Limited-Term)	Unit Office of Small Business Advocate (CalOSBA)	Name Vacant
Working Title SBOP Program Analyst	Position Number 373-102-5402-901	Effective Date TBD

GENERAL STATEMENT

The California Office of the Small Business Advocate (CalOSBA) is established in statute to serve as the lead office on entrepreneurship. It provides small businesses in the State of California with equitable support for economic growth and innovation and works to ensure that all of California's small businesses and entrepreneurs have the resources they need to start, connect to capital, connect to markets, grow their businesses, and are resilient.

The SBOP Program Analyst contributes to the development and coordination of state-wide investor-ready and contract-ready activities to support the CalOSBA SSBCI SBOP technical assistance program in helping small businesses access capital for entrepreneurial and procurement related opportunities. The SBOP Program Analyst will manage the Small Business Opportunity Program team, specifically responsible for management of programmatic deliverables, stakeholder relations and for the development of quantitative and qualitative program reporting on CalOSBA's performance against the SSBCI-SBOP grant. This person will define and develop processes, provide support for partners to ensure effective and timely program execution, coordinate internal and external communications of program branding, marketing and activities. This position will work on more complex, varied analytical assignments completing research, evaluation, coordination, and planning of the SBOP program.

The SBOP Program Analyst will work under general direction from the Assistant Deputy Director of Equity in Procurement and indirect supervision from the Deputy Director, California Office of the Small Business Advocate (CalOSBA). Statewide travel up to 25% may be required.

ESSENTIAL FUNCTIONS	
25%	<p>STATEWIDE SUPPORT FOR SMALL BUSINESS PROCUREMENT ACCESS</p> <ul style="list-style-type: none"> • Represent CalOSBA and the Small Business Opportunity Program team at procurement and access to capital related events statewide. • Collaborate and coordinate with agencies, municipalities, corporations, academic institutions, and innovation and procurement-focused network partners to collect new ideas and develop opportunities to improve entrepreneurial and procurement access for contract- and capital-ready small businesses. • Serve as a point of contact for community-based organizations to continually improve collaboration efforts, incorporate feedback from small businesses, industry groups, network partners, and increase opportunities for those most in need of economic opportunity created by access to government contracts. • Identify opportunities to leverage state equity investments in procurement. • Participate in off-duty emergencies related to Small Business Opportunity Program activities to maintain critical processes and programs under the direction of existing policies and procedures and to ensure continued operations
40%	<p>PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Assist the Assistant Deputy Director in establishing program goals and objectives. Provide recommendations to management based on analysis, research and evaluation of program. • Manage project work plan by determining action steps, time frames, and resources to ensure achievement of goals and objectives for team members. • Evaluate and keep management apprised of status and progress of work including delays, modifications, and/or problems. • Identify and elevate issues to management and request resources needed to efficiently and effectively accomplish work objectives. • Develop, implement and continuously update complex and sensitive documents related to programs and coordinate complex and technical projects • Facilitate completion of work assignments and maintain timely communication with all team members as well as stakeholders to ensure achievement of program deliverables and objectives.
30%	<p>PROGRAM ANALYSIS AND REPORTING</p> <ul style="list-style-type: none"> • Provide insight and analysis of program performance, creating metrics for performance reporting, evaluation, research, summaries and recommendations on data collection of contracts, contracting dollars and capital both debt and equity. • Prepare written materials, reports and summaries tailored for different audiences, to explain the data quality and consistency problems to be solved, approaches to doing so, and progress toward established quality and consistent benchmarks for review by the Assistant Deputy Director. • Develop and implement evaluation and systematic reporting of partner activities to

	<p>support the overall Small Business Opportunity Program evaluation goals.</p> <ul style="list-style-type: none"> • Prepare written materials, quarterly report drafts and summaries on program outcomes and achievements for review by leadership prior to submission. • Develop and communicate protocols for interagency groups and departments to roll out the small business procurement access program. • Coordinate and manage the collection of interagency MOUs and agreements.
5%	<ul style="list-style-type: none"> • Other related duties as assigned

SUPERVISION RECEIVED

The SBOP Program Analyst will work under general direction of the Assistant Deputy Director and Northern California Regional Advisor and indirect supervision of the CalOSBA Deputy Director and Director.

PUBLIC AND INTERNAL CONTACTS

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.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The successful candidate must reside in California and within 50 miles of the GO-Biz headquarters in Sacramento.
- Travel within California (up to 25% of the time) may require the use of various transportation modes, i.e. airplanes, taxi, car, etc.
- Successful candidates must have the ability to select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.
- Position may require use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, documents, etc.

INITIATIVE AND INDEPENDENCE OF ACTION

This position requires a high degree of technical and project management capability over extremely sensitive economic development projects. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

This is a high-profile position for OSBA and GO-Biz. Delays, mistakes, or errors in judgment can lead to inaccurate information, poor relations, loss of credibility and can impact critical execution of high-priority initiatives to increase small business participation in CalOSBA programs and initiatives. High error or poor judgments and lack of professionalism could result in the loss of significant economic development and job creation in California.

CERTIFICATION

This duty 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 Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, then please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, then inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Signature:	
SPOB Program Analyst, Office of the Small Business Advocate, GO-Biz	Date

Employee's Printed Name:

Supervisor's Signature:	
Assistant Deputy Director and Northern California Regional Advisor	Date

Supervisor's Printed Name:

REQUIRED KNOWLEDGE AND ABILITIES:**Knowledge:**

- Principles and practices of project management.
- Principles and practices of grant program management.
- Principles and practices of marketing communications.
- Economic development opportunities related to innovation, entrepreneurship, and small business support.

Skills

- Extensive experience managing projects.
- Follow oral and written directions.
- Read and write English at a level required for successful job performance.
- Keep complex records and files organized.
- Meet and deal tactfully with the public, through phone, email, or in person.
- Prepare correspondence independently utilizing proper vocabulary, grammar and spelling.
- Type at a speed of not less than 50 words per minute.

Desirable Experience/Qualifications

- Ability to communicate effectively, verbally, in writing, and through data visualization, to individuals and groups with diverse skillsets and backgrounds.
- Ability to plan and carry out projects.
- Prepare and present technical reports.
- Establish and maintain cooperative and harmonious relationships with others.
- Work effectively with professional, technical, and support personnel.
- Analyze situations accurately and take effective action.
- Establish and maintain project priorities.

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