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GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Analyst I	Unit California Business Investment Services (CalBIS)	Name Vacant
Working Title CalBIS Operations Support Analyst	Position Number 373-101-5157-005	Effective Date TBD

GENERAL STATEMENT
The CalBIS Analyst will receive direct supervision from the Programs & Outreach Associate Deputy Director and Business Development Associate Deputy Director of California Business Investment Services (CalBIS) unit, and general program direction from the Deputy Director.

ESSENTIAL FUNCTIONS	
40%	<p>Maintain and regularly update CalBIS databases through salesforce, shared files, and calendars. Develop & Perform data aggregation, data tracking & data maintenance tasks to support the CalBIS unit’s efforts to effectively report on business development engagements, incentives & site selection wins and maintain contact lists for outreach purposes.</p> <p>Provide support to CalBIS staff on outreach and marketing initiatives, targeted industry campaigns, legislative and programmatic reporting, and coordination of statewide business project engagements. Maintain and update marketing and outreach materials on GO-Biz websites, flyers, and other documentation.</p> <p>Identify relevant GO-Biz unit for possible assignment and reports issues or opportunities for positive outcomes and provides recommendations on GO-Biz’s participation and can take action based on brief and/or limited instructions.</p> <p>Support the CalBIS team, if needed, in answering constituent inquiries or scheduling.</p>

30%	<p>Prepare correspondence: Compose letters, memoranda, information notes, and directives accompanying staff assignments. Be able to take a research assignment and carry it to completion, asking clarifying questions along the way. Research, prepare, draft, track, store and coordinate memoranda, post communications follow-up and data and research elements on communications related projects on the California</p>
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	<p>business environment in Salesforce.</p> <p>Prepare reports on communications engagements on a quarterly and monthly basis. Maintain a toolkit of research resources to facilitate rapid deployment of briefing information for senior leadership.</p>
15%	<p>Coordinate diverse requests for meetings with departmental staff, government officials, and public or private organizations. Organize and plan meetings including scheduling meeting room reservation and set up, testing necessary audio/visual equipment, and preparing meeting materials and agendas. Facilitate with local, state and federal industrial and agency partner convenings.</p>
10%	<p>Perform research on requests, review, and coordinate response for confidential economic and business opportunities. Research various aspects of economic development projects and make recommendations on how the CalBIS senior management should weigh in. Program research will include ability to think critically, collect historical and background information presented in a concise and articulate manner, prepare arguments for and against different points of view including the various budget and cost implications, and present various options for consideration by senior management. Support GO-Biz in the data and research of legislative reports and requests.</p>
5%	<p>Other duties as assigned.</p>

SUPERVISION EXERCISED
None.

SUPERVISION RECEIVED
This position receives direct supervision from the Associate Deputy Directors of the CalBIS unit and general program direction from the CalBIS Deputy Director.

PUBLIC AND INTERNAL CONTACTS
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.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

This is a high-profile position for GO-Biz. Error, poor judgment, and the lack of professionalism could result in the loss of significant economic development and job creation in California.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed 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. 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 Signature:

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CalBIS Operations Support Analyst	Date

Employee's Printed Name:

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Supervisor's Signature:

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Associate Deputy Director, California Business Investment Services	Date

Supervisor's Printed Name:

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DESIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Customer Relationship Management Systems and tools to organize the team in a fast pace working environment.
- Federal, state and local programs applicable to business and job development.
- Principles of consensus building and strategies for directing highly sensitive business development projects.
- Statewide workforce and economic development trends and issues.
- Techniques used in researching and analyzing business development opportunities.
- Principles and practices of program management.

Ability to:

- Work independently with only general oversight.
- Develop policy, conduct and implement strategic planning, and evaluate programs.
- Write reports, proposals, and analyses.
- Work cooperatively and in coordination with other staff, state and federal agencies, and local organizations.
- Plan and conduct meetings, conferences and seminars, and make presentations at public events.
- Assume responsibility for complex, sensitive consulting projects of a multi-issue, multi-jurisdictional, highly regulated or environmentally sensitive nature.