



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Analyst II	Unit GCA	Name Vacant
Working Title Grant Coordinator	Position Number 373-100-5393-901	Effective Date TBD

GENERAL STATEMENT:

Under the general direction of the Associate Deputy Director within the Grant and Contract Administration (GCA) Unit, the Analyst II will perform grant management and compliance duties related to the State Trade Expansion Program (STEP) grant.

This position is a 12-month Limited Term contingent on federal grant award, which may be extended up to a maximum of 24 months. Up to 10% travel may be required.

ESSENTIAL FUNCTIONS:

40%	Serve as the lead responsible for administration of California's State Trade Expansion Program (STEP), including: • Lead preparation of the federal STEP application. • Prepare quarterly, annual, and closeout reports for the U.S. Small Business Administration (SBA). • Monitor compliance with the Cooperative Agreement and federal requirements. • Develop administrative policies, procedures, and standard operating procedures. • Analyze program performance and recommend operational improvements. • Coordinate grant amendments and reporting requirements. • Serve as the primary administrative liaison with SBA. • Serve as backup administrative support for other GO-Biz grant programs.
25%	Lead administrative and fiscal oversight of International Affairs and Trade programs by: • Developing and monitoring the International Affairs and Trade budget. • Tracking expenditures and grant balances. • Preparing fiscal projections and budget analyses. • Coordinating with Budget Office and Business Services. • Developing financial reports and expenditure forecasts.

	Monitoring allowable costs and grant compliance.
20%	Lead administrative operations supporting Export Promotion programs by: - Coordinating contract development and amendments with the Trade Representatives. - Managing contract execution and deliverable tracking. - Leading procurement planning with Grants and Contract Administration. - Coordinating consultant and vendor agreements. - Developing administrative procedures that improve program efficiency
10%	- Prepare executive briefings. - Respond to legislative and executive inquiries. - Represent the program during meetings with federal and state partners. - Perform other analytical assignments.
5%	Perform other job-related duties as assigned to fulfill the mission, goals and objectives of GO-Biz.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

This position reports to the Associate Deputy Director within the GCA unit.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the Analyst II will have contact with federal governmental agencies, internal stakeholders and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government, private organizations, and stakeholders.

INITIATIVE AND INDEPENDENCE OF ACTION

The Analyst II is relied upon to ensure the completion of assignments without direct supervision. The ability to set and manage priorities, develop and recommend policies 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

Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of the IAT unit and GO-Biz.

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's Signature:

Analyst II	Date

Employee's Printed Name:

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Supervisor's Signature:

Associate Deputy Director Grant and Contract Administration Unit	Date

Supervisor's Printed Name:

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