



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Staff Services Manager I	Unit Office of the Small Business Advocate	Name Vacant
Working Title Equity in Procurement Program Manager	Position Number 373-102-4800-005	Effective Date TBD

GENERAL STATEMENT:

The Office of the Small Business Advocate is established in statute with a number of specified duties to serve as the lead office on entrepreneurship providing small businesses in the State of California with the information and resources needed to succeed in the marketplace and serving as the principal advocate in the state on behalf of small businesses and working.

The Equity in Procurement Program Manager will receive direct supervision from the Assistant Deputy Director of Equity in Procurement and indirect supervision from the Deputy Director and Director, Office of the Small Business Advocate. The position responsibilities will include the following:

ESSENTIAL FUNCTIONS:

40%	<ul style="list-style-type: none">• Ensure Economic Equity First Procurement Strategy implementation is equitable through coordination among state agencies and stakeholders, particularly small businesses, community advocates, and other key equity stakeholder groups; and collaborate with stakeholders to ensure all are aware of opportunities to engage in and contribute to state processes.• Represent the Equity First Procurement team at events, including public speaking opportunities.• Collaborate with equity-focused stakeholders to collect new ideas and develop opportunities to improve inclusivity in program development.• Develop outreach materials for internal use within agencies and departments utilizing advocates and liaisons.• Develop and implement a community of practice around equity first procurement specifically with and for advocates and liaisons.• Develop content for the annual report required by the legislature, write and submit report for review by leadership prior to publishing.
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	<ul style="list-style-type: none"> • Manage the development and coordination of state-wide procurement analysis activities for stakeholders, as well as interested parties such as industry groups and associations. • Establish well-coordinated engagement with community-based organizations to continually improve interagency efforts to reach priority opportunities, incorporate feedback from small businesses, industry groups, small business councils, and increase opportunities for those most in need of economic opportunity created by access to government contracts. • Develop and implement systematic tracking and reporting guidelines for the advocates and liaisons as required by AB 2019. Create metrics for performance and reporting progress against the state mandated goal. • Develop protocols for interagency groups and departments to roll out the equity first procurement program along with requirements for each advocate and liaison's participation. • Provides evaluation and research technical assistance to various stakeholders in order to support the overall AB2019 evaluation goals.
30%	<ul style="list-style-type: none"> • Develop and implement systematic tracking and reporting guidelines for the advocates and liaisons as required by AB2019. • Create metrics for performance and reporting progress against the state mandated goal • Develop protocols for interagency groups and departments to roll out the equity first procurement program along with requirements for each advocate and liaison's participation. • Develop content for the annual report required by the legislature, write and submit report for review by leadership prior to publishing.
25%	<ul style="list-style-type: none"> • Coordinate with CalOSBA outreach and engagement team to develop and update relevant resources, including website content, summary documents, advocate and liaison information, stakeholder communication emails, etc. • Identify opportunities to leverage state equity investments in procurement. •
5%	Other duties as assigned.

PUBLIC CONTACT

During the course of work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations. This position requires exceptional leadership as a highly-skilled, independent consultant expert with the authority to act on behalf of management in a specialty area.

SUPERVISION EXERCISED

The Manager provides direction to the Equity in Procurement Analyst.

SUPERVISION RECEIVED

The Equity in Procurement Program Manager will receive direct supervision from the Assistant Deputy Director of Equity in Procurement and indirect supervision from the Deputy Director and Director, Office of the Small Business Advocate.

CONSEQUENCE OF ERROR

It is imperative that the incumbent is always tactful when dealing with management, other staff, incoming calls and visitors. Lack of tactfulness could result in disciplinary actions against incumbent.

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 Signature:

Equity in Procurement Manager, Office of the Small Business Advocate	Date

Employee's Printed Name:

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Supervisor's Signature:

Assistant Deputy Director, Office of the Small Business Advocate	Date

Supervisor's Printed Name:

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles
- Proficiency with MS Office – Excel, Word, Outlook, PowerPoint, Photoshop
- Proper filing techniques to create and maintain an organized system to store and retrieve hardcopy and electronic information
- Office procedures (e.g., filing, answering phones, reception duties, supply ordering, office equipment maintenance)
- Proper spelling, grammar, punctuation and sentence structure to ensure that written materials are complete and accurate

Ability to:

- Strong analytical skills with the ability to extract information from complex datasets and to identify patterns, trends, and anomalies.
- 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; communicate effectively
- Type at a speed of not less than 50 words per minute
- Learn new programs and systems as they are developed for OSBA grant programs

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; and
- Establish and maintain project priorities.