



GAVIN NEWSOM  
GOVERNOR

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

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Unit</b> California Business Investment Services	<b>Name</b>	
<b>Working Title</b> Business Development Analyst (Greater Los Angeles Region)		<b>Position Number</b> 373-101-5393-901	<b>Effective Date</b>

**GENERAL STATEMENT:**

The Business Development Analyst will receive direct supervision from the Assistant Deputy Director of the California Business Investment Services (CalBIS) unit, and general program direction from the Senior Business Development Specialist for the Greater Los Angeles Region and general program direction from the Senior Advisor for Business Development.

This position is responsible for providing business project-based support to the Senior Business Development Specialist for the Greater Los Angeles Region. The Greater Los Angeles Region includes, but is not limited to the counties of Los Angeles & Orange.

**ESSENTIAL FUNCTIONS:**

<b>50%</b>	<p>Supports the Senior Business Development Specialist for the Greater Los Angeles Region in exercising a high level of technical expertise and independence, manage regional business development opportunities, presented by domestic companies, to establish and/or expand operations creating and/or retaining substantial numbers of California jobs and thereby increasing economic stability within the state. Under direction of the Senior Business Development Specialist for the Greater Los Angeles Region, these duties include:</p> <ul style="list-style-type: none"> <li>Facilitate the confidential site selection process on behalf of client businesses, evaluating the most suitable communities in the Greater Los Angeles Region for the expansion or retention of business activities and employment opportunities. The process involves meeting with site location consultants, corporate real estate and other high-level business executives, developing a detailed understanding of the client’s requirements and applying expertise in matching those requirements with suitable labor markets, real estate, infrastructure, and unique California business opportunities.</li> <li>Interact with state, federal, and local officials, and private service providers;</li> </ul>
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	coordinate tours of communities for the Business Development and International Trade unit, matching client requirements; and advocate on behalf of clients toward the successful creation or retention of jobs.
<b>30%</b>	<p>Research and provide outreach and educational awareness on GO-Biz, CalBIS and other State business development related services and programs to Greater Los Angeles regional economic development partners and existing and prospective businesses. Duties include:</p> <ul style="list-style-type: none"> <li>• Serve as a technical expert and recognized authority on the full array of business assistance programs and incentives including those offered by the Employment Development Department (EDD), Workforce Investment Boards, Community Colleges, Employment Training Panel, California Infrastructure and Economic Development Bank, Franchise Tax Board, California Department of Tax and Fee Administration, Housing and Community Development, U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, investor and municipally-owned utilities, Small Business Administration, Treasurer’s Office, United States Department of Commerce, California Integrated Waste Management Board, and local communities.</li> <li>• Assist in the preparation of research, analysis, and presentations of highly complex and sensitive statewide business expansion and retention proposals to client companies. Direct the involvement of external experts in presenting business opportunities, programs, and services. Facilitate interaction, on behalf of the Governor’s Office, GO-Biz and the State of California, with high-level business executives considering new or expanded business activity, or re-location of operations from California.</li> </ul>
<b>15%</b>	<p>Record and track Greater Los Angeles affiliated contacts, companies, project opportunities and project wins in Salesforce (client relationship management database) and answer constituent inquiries via CalBIS service desk and email platforms.</p> <ul style="list-style-type: none"> <li>• Regularly update and coordinate with regional community economic development partners to ensure that CalBIS general outreach and site selection lists are accurate and up to date.</li> <li>• Update existing and add new project contacts, account, opportunities, and project wins to the Salesforce database.</li> <li>• Ensure that affiliated project correspondence is recorded in Salesforce.</li> <li>• Regularly provide status updates and reports to show progress of project tracking efforts in Salesforce.</li> <li>• Monitor, respond, resolve and track CalBIS constituent requests that come from the department’s Zen Desk (service desk portal) and CalBIS team email account.</li> </ul>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

**SUPERVISION EXERCISED**

None.

**SUPERVISION RECEIVED**

This position receives direct supervision from the Assistant Deputy Director of the CalBIS unit.

**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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<b>Associate Governmental Program Analyst</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

_____	_____
<b>Assistant Deputy Director, California Business Investment Services</b>	<b>Date</b>

**Supervisor's Printed Name:**

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**DESIRED KNOWLEDGE AND ABILITIES:**Knowledge of:

- Economic development strategies, organizational management, human resources, business financing, business taxation, environmental regulations, local government finance, and commercial/industrial real estate development.
- Federal, state and local programs applicable to business and job development.
- Techniques used in researching and analyzing business development opportunities.
- Principles and practices of project management.

Ability to:

- Conduct and implement strategic project 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 meetings, conferences and seminars at public events.
- Facilitate the coordination of complex, sensitive consulting projects of a multi-issue, multi-jurisdictional, highly regulated or environmentally sensitive nature.