



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Associate Governmental Program Analyst	Unit California Film Commission	Name
Working Title Tax Credit Program Associate	Position Number 373-103-5393-003	Effective Date

GENERAL STATEMENT

The California Film Commission (CFC) is a state program within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues, and works closely with cities and counties to create "film friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

The CFC is seeking a self-motivated individual to assist in the implementation of the film and TV tax credit program under the general direction of the Senior Program Manager and Program Advisor. This will involve higher level technical and administrative duties, research abilities, and problem-solving. Additionally, incumbents formulate procedures and program alternatives; make recommendations on a broad spectrum of technical, administrative, and program-related issues under the direction of the Director and Deputy Director.

ESSENTIAL FUNCTIONS

	SOUNDSTAGE FILMING TAX CREDIT PORTAL
35%	Act as the lead for the creation of the Soundstage Filming Tax Credit Application and Funding Portal, a platform that will support the administration of the Soundstage Filming Tax Credit Program. Work closely with Senior Program Manager, I.T. and the third-party contractor to develop and support the new version of the application portal. Ensures that the project timeline parameters are met by providing subject-matter support, make recommendations for fixing portal defects, and perform maintenance updates to staff. Check for accuracy, continuity, relevance, and ease of accessibility to improve the CFC user's experience. Once the portal is created, provide continued technical support; act as liaison between tax credit staff and IT department.

	Assist in the organization and dissemination of information regarding the Soundstage Filming program, including forms, guidelines, charts, and FAQs. Provide applicant assistance with portal application system and monitor submissions. Interface with general tax credit program staff with respect to analysis of project submissions, career pathways and career readiness programs.
30%	<p>TAX CREDIT PROGRAM 3.0 APPLICATION AND FUNDING TRACKER PORTAL</p> <p>Tax Credit Program Associate maintains web-based database for assessment and development of a system to track funding availability and allocation. Lead for maintenance and support related to the Program 3.0 application portal. Monitor application files and make necessary changes on project statuses and production schedules.</p> <p>Oversee the Film and TV Tax Credit Funding Tracker which includes internal administrative functions that has the ability to transfer data from the current Film Tax Credit application system. Maintain the Funding Tracker which consists of a mathematical formula to determine funding availabilities for five distinct project categories: TV Projects, Relocating TV, Feature Film, Independent Films \$10m and under and Independent Films over \$10m. Track, monitor, and reallocate funding from several other sources, such as when an approved project withdraws or when a project's credits are reduced, via the new Funding Tracker portal. Work closely with Senior Program Manager, IT, and third-party vendor to troubleshoot and recommend technical fixes.</p>
20%	<p>PROGRESS REPORT ANALYSIS</p> <p>Gather, tabulate, and analyze program data; maintain spreadsheets, conduct analysis, and compile statistics on productions in the program. Assist Program Advisor and Senior Program Manager in collecting and organizing data to be included in the Progress Report. Draft responses to requests from the public and other pertinent correspondence requests. Compute and analyze data; develop and maintain spreadsheets involving complex mathematical formulas and assist in research and other related activities in the department.</p>
10%	<p>TECHNICAL SUPPORT</p> <p>Working closely with CFC information technology staff, provide technical support to Tax Credit and Soundstage Filming Tax Credit Program staff members. Monitor technical performance of the application and funding trackers portals, report any necessary fixes via Azure. Act as the lead in maintaining the tax credit application test site.</p> <p>Provide website support and updates, in coordination with the Senior Program Manager. Conduct weekly checks of the tax credit pages to ensure links and tax credit documents are up-to-date and ADA-accessible. Track and analyze all department documentation - such as the Program Guidelines, Tracking Tips, Qualified Expenditure Charts - are updated and posted on the website.</p> <p>Maintain a file directory in SharePoint for the Tax Credit and Soundstage Filming Tax Credit Programs.</p>
NON-ESSENTIAL FUNCTIONS	
5%	Assists with research projects and any other tasks as assigned.

SUPERVISION EXERCISED
None.

SUPERVISION RECEIVED
This position receives direct supervision from the Tax Credit Senior Program Manager.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular contact with state agencies, production companies, private citizens, and location personnel. These contacts require a high degree of sensitivity and an awareness of protocols and interrelations between governmental and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION
The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR
High error or poor judgments and lack of professionalism could result in the loss of significant economic growth and job creation in California.

CERTIFICATION
This position statement fairly represents the 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 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:

_____	_____
Associate Governmental Program Analyst, California Film Commission	Date

Employee's Printed Name:

Supervisor's Signature:

_____	_____
Senior Program Manager, California Film Commission	Date

Supervisor's Printed Name:

KNOWLEDGE, SKILLS AND ABILITIES DESIRED

Knowledge of:

- Expertise in MS Programs; Excel including the formatting and creation of mathematical formulas; high proficiency with other MS Office applications such as Outlook, Word, and PowerPoint
- Complex math computations, including fractions and percentages; statistical analysis
- Knowledge in the motion picture production process, including pre-production, principal photography and post-production
- Methods, processes and techniques of basic web maintenance
- Experience in production, government relations, and/or computer programming

Ability to:

- Reason logically and creatively to resolve complex problems; develop and evaluate alternatives
- Analyze data and present ideas and information effectively both orally and in writing, and use a wide variety of reference materials
- Coordinate the work of others; work cooperatively in a team
- Organize and prioritize work; manage multiple tasks and assignments
- Create and maintain detailed data tables using mathematical formulas
- Produce quality written documents; draft correspondence, reports and other lengthy written documents
- Act courteously toward the public with excellent customer service and interpersonal skills
- Excellent organizational skills and attention to detail
- Operate various office machines and follow oral and written directions

DESIRABLE EXPERIENCE/QUALIFICATIONS

- Demonstrates a commitment to performing duties in a service-oriented manner
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Maintains good work habits; adheres to all policies and procedures
- Ability to analyze situations accurately and take effective action
- Maintain good attendance, dependability and flexibility
- Ability to work independently in a team setting
- Ability to maintain confidentiality and adhere to the highest possible code of ethics