



GAVIN NEWSOM GOVERNOR

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

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Staff Services Manager II (Supervisory)	<b>Unit</b> Community and Local Equity Grants	<b>Name</b>
<b>Working Title</b> Assistant Deputy Director	<b>Position Number</b> 373-109-4801-001	<b>Effective Date</b>

**GENERAL STATEMENT**

Under the general direction of the Deputy Director for the Community and Local Equity Grants Unit, the Staff Services Manager II manages Grant Supervisors and leads grant compliance and evaluation efforts for the unit's grant programs, which consists of the California Community Reinvestment Grants Program and the Cannabis Equity Grants Program for Local Jurisdictions. This position requires approximately 15% travel. This position works independently and in conjunction with the Deputy Director to perform the essential functions listed below.

**ESSENTIAL FUNCTIONS**

<b>40%</b>	Manage and lead the Community and Local Equity Grants Unit. Supervise, plan, organize, monitor, and direct the work of Grant Supervisors (Staff Services Managers I) and develop, implement, and make recommendations for program policies and procedures, provide technical expertise and guidance for all facets of grant program administration, and ensure adherence with departmental policies, procedures, mission, and objectives.
<b>35%</b>	Serve as a technical expert and lead the unit's grant compliance and evaluation efforts, which includes the following activities: <ul style="list-style-type: none"><li>• Conduct site visits and meetings with grant recipients to evaluate grantee programs and conduct compliance reviews. Said activities may require multiple day/overnight travel.</li><li>• Track, monitor, and verify grant compliance and review and audit invoices and reports from grantees.</li><li>• Inspect, review, and audit the books, accounts, files, and other records of grantees to verify proper use of grant awards.</li><li>• Conduct grant program evaluations to determine the effectiveness of the programs funded by the Community and Local Equity Grants unit.</li></ul>
<b>10%</b>	Represent GO-Biz and the Community and Local Equity Grants Unit by attending meetings, making presentations, giving speeches at various events and gatherings, and responding to various media and press related inquiries.

<b>10%</b>	Complete special projects as needed, and research and respond to high profile and complex inquiries from various stakeholders, including the Governor's Office, the Department of Finance and other state agencies, local governments, local health departments, nonprofit organizations, and other interested parties.
<b>5%</b>	Perform other job-related duties as assigned to fulfill the mission, goals, and objectives of GO-Biz.

#### **SUPERVISION EXERCISED**

The Staff Services Manager II will provide direction and guidance over the Community and Local Equity Grants program staff.

#### **SUPERVISION RECEIVED**

This position receives general supervision from the Deputy Director for the Community and Local Equity Grants unit.

#### **PUBLIC AND INTERNAL CONTACTS**

During the course of work, the Staff Services Manager II has regular and frequent contact with state and local governmental agencies, non-profit organizations, business and economic development organizations, local health departments, private citizens, and appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government and private organizations.

#### **INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires a high degree of administrative, technical and management capability over all facets of grant program development and administration. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations 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**

This is a high-profile position for GO-Biz. Error, poor judgment, and the lack of professionalism could result in significant negative impacts to the operations and programs administered by the department.

#### **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:**

<b>Staff Services Manager II (Supervisory)</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

<b>Deputy Director, Community and Local Equity Grants Unit</b>	<b>Date</b>

**Supervisor's Printed Name:**

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