



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 Legislative and External Affairs	Name
Working Title Legislative Analyst	Position Number 373-100-5393-708	Effective Date

GENERAL STATEMENT
Under the general direction of the Deputy Director of Legislative and External Affairs, the Legislative Analyst will work independently and with leaders and staff from GO-Biz, the California Infrastructure and Economic Development Bank (IBank), the California Film Commission, and the Office of Small Business Advocate to perform a variety of tasks, including bill tracking, bill analysis, responding to stakeholder inquiries, and developing and contributing to recommendations made to senior leadership about legislative strategies. The incumbent’s responsibilities will include the following:

ESSENTIAL FUNCTIONS	
35%	<u>TRACK LEGISLATION:</u> Identify and track bills pertinent to GO-Biz and the broader business and economic development environment. Manage the legislative calendar and deadlines for relevant bills, and keep supervisor informed of any significant deadlines or bill amendments. Provide updates and briefings to appropriate members of senior staff on legislation impacting priorities.
30%	<u>BILL ANALYSES:</u> Manage preparation and delivery of legislative analyses and reports by ensuring that business units are trained to prepare materials and that recommendations are in line with the Director’s policy priorities. Prepare written, clear, concise, and proofread reports that accurately reflect the position of GO-Biz and the Governor.
20%	<u>LEGISLATIVE ENGAGEMENT:</u> Participate in meetings with legislative staff and external stakeholders to understand issues related to high priority bills and to inform recommendations in reports. Offer assistance on bills to authors and bill sponsors, as appropriate. Monitor legislative hearings to track outcomes, as needed.

10%	ACCOUNTABILITY: Prepare weekly reports for senior leadership entailing items that require attention and prospective activities.
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, and receives assignments from, the Deputy Director of Legislative and External Affairs.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the Associate Governmental Program Analyst has regular and frequent contact with the Legislature, Governor’s Office, state and local governmental agencies, business and nonprofit stakeholders, and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government officials, private organizations, stakeholders, and the media.

INITIATIVE AND INDEPENDENCE OF ACTION
The incumbent is relied upon to ensure the completion of assignments without direct supervision. The ability to manage time and priorities and ensure completion of work is required. This position also requires excellent writing, analytical, problem-solving, and technical (Office 365 and state bill tracking applications) skills.

CONSEQUENCE OF ERROR
Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of the GO-Biz and the Governor’s Office.

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:

_____	_____
Associate Governmental Program Analyst	Date

Employee’s Printed Name:

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Supervisor's Signature:

_____	_____
Assistant Deputy Director, Community and Local Equity Grants Unit	Date

Supervisor's Printed Name:

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