



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 (Specialist)	Unit Permit Assistance Unit	Name Vacant
Working Title Senior Permit Specialist, Northern California	Position Number 373-101-4800-003	Effective Date TBD

GENERAL STATEMENT:

The Senior Permit Specialist will receive supervision from the Associate Deputy Director, Permit Assistance Unit, and general program direction from Deputy Director for Business Development.

This position requires approximately 10% travel and is responsible for providing permitting assistance needs primarily in the Northern California region and other regions on an as needed basis.

ESSENTIAL FUNCTIONS:

60%

Permitting Assistance - Provide permit assistance to California-based businesses, businesses interested in locating to California, industry-based business associations, and the general business community in order to assure a clear, efficient, and cost effective statewide business permit process that will lead to the retention of California jobs and will assist in growing the economy to create jobs in California.

Duties include:

- Convene confidential meetings and phone conference calls with client businesses that are experiencing difficulty or confusion in acquiring state business and environmental permits and approvals. Meet with business owners, directors of business associations, and business industry representatives and consultants to ascertain the roadblocks presented by specific or general state permit and approval processes. Develop a detailed understanding of the client's issues and requirements. Record all contacts with clients and prepare and manage a confidential database describing each client contact. Convene follow-up meetings and phone conferences as appropriate.
- Respond to public inquiries and to referrals from government agencies, and business representatives regarding the needs for forming and operating a specific business as it relates to state and local permitting, licensing, and land use approvals.

25%	<p>Permit Research & Record Keeping – Perform research and tracking on project and requests, review, and coordinate response for confidential economic and business opportunities. Program research will include ability to think critically, collect historical and background information presented in a concise and articulate manner, prepare arguments for and against different points of view including the various budget and cost implications, and present various options for consideration by the CalBIS Deputy Director and Associate Deputy Director.</p> <ul style="list-style-type: none"> - Utilize and maintain, CalGold and other electronic online permit and licensing resources that the Permit Assistance unit manages and maintains. - Maintain tracking of permitting projects through salesforce and other CRM tools. Prepare and maintain a database of business startup needs by type of business and track changes as they occur. - Maintain and update marketing and outreach materials on GO-Biz websites, flyers and other documentations. - Prepare reports on communications engagements on a quarterly and monthly basis. Maintain a toolkit of research resources to facilitate rapid deployment of briefing information for senior leadership. - Provide support to staff on outreach and marketing initiatives, targeted industry campaigns, legislative and programmatic reporting and coordination of statewide business project engagements.
10%	<p>Monitor and track proposed legislation related to permitting and regulatory reform.</p> <ul style="list-style-type: none"> • Collect and analyze legislation and prepare independent evaluations to GO-Biz administration regarding impacts on business in California. • Attend Senate and Assembly legislative hearings.
5%	<p>Collaborate and provide sensitive and timely assistance and information to the Governor’s Office, GO-Biz administration, other GO-Biz units, the State legislators and their staff. Other duties as assigned.</p>
SUPERVISION EXERCISED	
None	
SUPERVISION RECEIVED	
This position receives direct supervision from the Deputy Director of the GO-Biz Permit Assistance Unit.	

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular contact with State level permitting and regulatory agencies and departments and their top level administrators; high level individuals representing individual businesses and business associations; high level federal regulatory agencies; high level local government officials; and private citizens. These contacts require a high degree of sensitivity and an awareness of the functions, protocols, and interrelations of various government and private organizations and entities.

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 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:

_____	_____
Staff Services Manager I (Spec) / Senior Permit Specialist	Date

Employee's Printed Name:

_____	_____
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Supervisor's Signature:

_____	_____
Deputy Director, Permit Assistance Unit	Date

Supervisor's Printed Name:

_____	_____
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KNOWLEDGE AND ABILITIES:

Knowledge of:

- The State of California permit and regulatory process, including knowledge of the various agencies and departments responsible for approving and granting permits.
- The California business climate as it relates to permitting and regulatory control.
- Federal and local permit and licensing requirements and processes.
- Principles and practices of project management.
- Techniques used in research and policy analysis.

Ability to:

- Work independently with only general oversight
- Develop policy, conduct and implement strategic planning, and evaluate programs.
- Write reports, proposals, and policy analysis papers.
- Work cooperatively and in coordination with GO-Biz staff, external state agency staff, federal agency staff, local government staff, business owners, business association staff, and high-level elected leaders and business presidents.
- Plan and conduct meetings, workshops, seminars, and make presentations at public events and hearings.
- Assume responsibility for complex, sensitive projects that require timely action, and are multi-jurisdictional and highly regulated.