



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Staff Services Manager II (Supervisory)	Unit California Business Investment Services	Name Vacant
Working Title Associate Deputy Director, Regional Business Development	Position Number 373-101-4801-012	Effective Date TBD

GENERAL STATEMENT
<p>Under supervision of the Deputy Director of Business Development the Associate Deputy Director of Regional Business Development manages the regional CalBIS SSM1 specialists and leads on CalBIS service deliverance and regional initiative implementation.</p> <p>The SSM II provides full management responsibility, oversight and direction in support of the development, allocation, implementation and monitoring of Business Development projects and opportunities.</p> <p>This position works independently and in conjunction with the Statewide CalBIS Associate Deputy Director and the Associate Deputy Director for the Regional Economic Development Initiative.</p> <p>This position requires approximately 25% of travel.</p>

ESSENTIAL FUNCTIONS		
<table border="1"> <tr> <td>45%</td> <td> <p>Manage, train and lead the CalBIS Regional staff. Supervise, plan, organize, monitor, and direct the work of staff to implement CalBIS business development services, policies, procedures and provide technical expertise and guidance.</p> <p>Duties include:</p> <ul style="list-style-type: none"> Evaluating projects for strategic assignment to applicable regional staff. Oversee the management of staff to facilitate on stakeholder and constituent inquiries In conjunction with the Statewide Associate Deputy Director, direct the coordination of statewide business development work with CalBIS staff. Direct onboarding and training efforts of staff to ensure staff are equipped with the knowledge and skills to perform their duties. </td> </tr> </table>	45%	<p>Manage, train and lead the CalBIS Regional staff. Supervise, plan, organize, monitor, and direct the work of staff to implement CalBIS business development services, policies, procedures and provide technical expertise and guidance.</p> <p>Duties include:</p> <ul style="list-style-type: none"> Evaluating projects for strategic assignment to applicable regional staff. Oversee the management of staff to facilitate on stakeholder and constituent inquiries In conjunction with the Statewide Associate Deputy Director, direct the coordination of statewide business development work with CalBIS staff. Direct onboarding and training efforts of staff to ensure staff are equipped with the knowledge and skills to perform their duties.
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	<p>Providing technical assistance and guidance in all program areas, focusing and fostering a strong “team” approach and atmosphere, guiding the development of research, analyses, preparation and presentation of project proposals, serving as a mentor and a conduit/resource to/for contacts in the Governor’s Office and other state agencies.</p> <ul style="list-style-type: none"> • Serve as technical expert and recognized authority on the process used by business to evaluate states’ business climate/resources, markets and communities for both the expansion of operations or relocation of operations to/from California. • 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, CalRecycle and local communities.
<p>25%</p>	<p>Exercise a high level of technical expertise, independence, and broad discretion to manage highly sensitive and confidential statewide business development opportunities presented by domestic and international companies to establish and/or expand operations creating and/or retaining substantial numbers of California jobs.</p> <p>Duties Include:</p> <ul style="list-style-type: none"> • Oversee the research, analysis, preparation and presentation of highly complex and sensitive statewide business expansion and retention proposals to client companies, Senior Staff and the Governor’s Office. • Work in collaboration with regional staff to process Capital Investment Incentive (CIIP) certifications required of GO-Biz once a CIIP is codified by location government by resolution or location ordinance. • Direct and facilitate legislative reporting obligations required of the CalBIS unit. • Provide oversight and guidance on business development retention and attraction projects which involves interagency cross collaboration and often rises to a level of public view to the Governor’s office. Such reporting could include, but not be limited to, conference calls, preparation of reports and/or briefings as appropriate. <p>Lead interaction with high-level business executives considering new or expanded business activity, or re- location of operations to or from California.</p>
<p>25%</p>	<p>Manage cross regional / statewide project initiatives.</p> <p>Duties Include:</p> <ul style="list-style-type: none"> • Exercise a high level of technical expertise, independence and broad discretion to lead and implement regional business development initiatives, including but not limited to California Regions Rise and the California Jobs 1st Regional Investment Initiative. • Serve as lead on high profile retention and attraction projects and when requested, advise the Director, Chief Deputy Director, Deputy Director of CalBIS and the Governor’s Office on business climate issues and factors influencing companies’ investment/job creation decisions.

	<ul style="list-style-type: none"> • Coordinate regional efforts with Associate Deputy Director of Regional Economic Development Initiative and REDI staff to provide business development and industry feedback. • Summarize, present and track areas of business development opportunity for GO-Biz, State Agency and Governor’s Office economic development improvement considerations. Ensure feedback is collected and tracked through GO-Biz CRM/Salesforce tools. • Monitor and track proposed legislation related to CalBIS. When requested, collect and analyze legislation and prepare independent evaluations to GO-Biz administration regarding impacts on CalBIS and business in California.
5%	Special Projects and other duties assigned.

SUPERVISION EXERCISED
The Associate Deputy Director supervises 7 SSM 1 Specialists

SUPERVISION RECEIVED
The Associate Deputy Director receives supervision from the Deputy Director of Business Development, CalBIS.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular and frequent contact with (the Governor’s Office staff,) governmental agencies, high-level members of business and economic development communities, 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, public and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION
This position requires a high degree of administrative, technical and management capability over extremely sensitive economic development projects. The incumbent is relied upon to develop and ensure the completion of assignments, and delegates work in complex situations without direct supervision. The ability to set and manage priorities, develop policy 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 within GO-Biz. High error or poor judgment and lack of professionalism could result in the loss of potential economic development and job creation throughout the State of 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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Assistant Deputy Director, CalBIS	Date

Employee's Printed Name:

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Supervisor's Signature:

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Sr. Advisor for Business Development	Date

Supervisor's Printed Name:

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