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GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Staff Services Manager I (Supervisor)	Unit Office of Small Business Advocate (CalOSBA)	Name Vacant
Working Title Federal Grants Program Manager	Position Number 373-102-4800-901	Effective Date TBD

GENERAL STATEMENT

OUR VISION: Helping All of California's Small Businesses, Startups, and Entrepreneurs Start, Scale, & Succeed

OUR MISSION: The California Office of the Small Business Advocate (CalOSBA) supports economic growth and innovation and ensures that ALL California small businesses and innovative startups have the information and direct support they need to better navigate resources, programs, and regulations. CalOSBA serves as the voice of small businesses, representing their views and interests across the state and advocating for equitable access to capital, markets, and networks so that all California small businesses successfully start, manage, scale, and become more resilient.

The Federal Grants Program Manager supports the implementation of key CalOSBA programs and initiatives by serving as the principal administrator of all federally funded programs within CalOSBA. This person will define and implement processes, oversee relationships with partners, ensure timely payment, report on program performance internally and externally, and ensure that all programs are managed in a timely manner and in accordance with both federal and state administrative and reporting requirements.

This position will manage other CalOSBA team members assigned to federal programs. This position receives direct supervision from the Assistant Deputy Director (Innovation & Entrepreneurship), with indirect supervision by the Deputy Director, California Office of Small Business Advocate (CalOSBA).

Up to 10% travel may be required.

ESSENTIAL FUNCTIONS	
40%	<p>PROGRAM MANAGEMENT</p> <p>Develop, implement, and continuously update complex and sensitive documents related to Programs and coordinate complex and technical projects associated with Programs:</p> <ul style="list-style-type: none"> • U.S. Department of Treasury State Small Business Credit Initiative 2.0 Technical Assistance Program • U.S. Department of Treasury State Small Business Credit Initiative (SSBCI) Small Business Opportunity Program (SBOP) • Other programs as assigned by CalOSBA • Lead the programs team to develop required reporting for federally funded, and other periodic and annual reports as deemed necessary to CalOSBA. • Develop RFPs, reporting guidelines, compliance protocols for relevant federal and non-federal grant programs according to statute • Create tracking and analysis reporting systems for existing program activities, data collection, compliance and output measures, as well as audit readiness measures taken by CalOSBA • Implement grant processes and standard operating procedures for relevant grant programs including RFP solicitation and review, award information, quarterly to semi-annual monitoring and reporting, compliance, and oversight practices in alignment with federal grant requirements • Develop complex reports for tracking and evaluating program participation, effectiveness of services, financial spenddown and return on investment • Utilize complex grant management systems for relevant programs for tracking grantee performance • Support the Assistant Deputy and Deputy Director in development of program platforms and other technology solutions • Develop or formulate policies related to previously mentioned programs and others as deemed appropriate by the Director, Deputy Director, and/or Assistant Deputy Director, Innovation & Entrepreneurship
30%	<p>TEAM LEADERSHIP</p> <p>Manage day-to-day activities of program support staff:</p> <ul style="list-style-type: none"> • Develop project plans and schedules to support Grant Program initiatives • Lead, manage, train, and direct the work of dedicated support staff • Participate in the recruitment, hiring and training of support staff • Work with the Assistant Deputy Director (Innovation & Entrepreneurship) to provide guidance and support staff development and performance counseling, including but not limited to, probationary reports, development plans and other personnel management responsibilities and tasks • Lead, organize and conduct meetings, to effectively monitor, evaluate and manage partner engagement, effectiveness of services and develop solutions to common problems • Coordinate with the CalOSBA marketing team to develop communications

	<p>plans for relevant program outreach and coordination of communication with 3rd party administrators, stakeholders, and intended beneficiaries</p> <ul style="list-style-type: none"> • Manage monthly timesheets and requests for time off • Support any other team activities as necessary
15%	<p>STAKEHOLDER MANAGEMENT</p> <p>Coordinate communication and support regional engagement for relevant Programs with key stakeholders:</p> <ul style="list-style-type: none"> • Communicate program updates to CalOSBA leadership, Innovation & Entrepreneurship team, Regional Economic Engagement team and external stakeholders • Organize, convene and/or participate in recurring stakeholder presentations, trainings, and other meetings as required • Assist in the development of press releases and other announcements related to relevant programs • Provide communications content for website development, CalOSBA newsletter and social media platforms • Conduct public speaking engagements on grant programs as required • Provide consultation and recommendations to CalOSBA leadership on sensitive program issues
10%	<p>PROGRAM ANALYSIS</p> <p>Provide insight and analyses on pending legislation that may affect relevant programs:</p> <ul style="list-style-type: none"> • Research and evaluate new federal grant opportunities and provide recommendations on prospective new opportunities for the CalOSBA office • Develop and prepare grant applications for federal grant opportunities associated with the CalOSBA office • Assist with developing legislative proposals to create new or enhance existing programs
5%	<ul style="list-style-type: none"> • Other related duties as assigned

SUPERVISION EXERCISED

The Supervisor provides direction to CalOSBA dedicated innovation & entrepreneurship staff assigned to federally funded programs.

SUPERVISION RECEIVED

The Federal Grants Program Manager serves under the direct supervision of the Assistant Deputy Director (Innovation & Entrepreneurship) and indirect supervision of the Deputy Director and Director.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular and frequent contact with 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, protocols and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION

This position requires a high degree of technical and project management capability over extremely sensitive economic development projects. 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 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 for OSBA and GO-Biz. Delays, mistakes, or errors in judgment can lead to inaccurate information, poor relations, loss of credibility and can impact critical execution of high-priority initiatives to increase small business participation in CalOSBA programs and initiatives. High error or poor judgments and lack of professionalism could result in the loss of significant economic development and job creation in California.

CERTIFICATION

This duty statement fairly represents the responsibilities 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. (If you believe you may require reasonable accommodation, then please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, then inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Signature:	
Federal Grants Program Manager, Office of the Small Business Advocate, GO-Biz	Date

Employee's Printed Name:

Supervisor's Signature:	
Assistant Deputy Director, Office of the Small Business Advocate, GO-Biz	Date

Supervisor's Printed Name:

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge:

- Principles and practices of federal program management
- Principles and practices of grant management including financial oversight and compliance
- Principles and practices of equitable economic development
- Awareness of statewide economic development issues and policies
- Grant application protocols and best practices for federal, state, and local government programs and grants
- Economic development opportunities related to innovation, entrepreneurship, and small business support

Skills

- Extensive experience managing programs teams; previous management experience in a state agency or department highly desired
- Techniques used in researching and analyzing business development opportunities
- Principles of consensus building