



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA

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

POSITION DUTY STATEMENT

Classification ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Unit 101	Name
Working Title Sector Coordinator	Position Number 373-101-5393-901	Effective Date

GENERAL STATEMENT:

The REDI Sector Coordinator will advance the priorities of the California Jobs First State Economic Blueprint by planning and facilitating sector working groups and maintaining / updating data and resources on two assigned sectors, with the goal of coordinating state resources to promote job creation and attraction in California. This position may include approximately 10% travel. This position will receive direct supervision from the Statewide Industry Engagement Manager of the Regional Economic Development Initiatives (REDI) unit, and general program direction from the Associate Deputy Director for Industry Engagement and Development and the Senior Advisor for Economic Policy.

ESSENTIAL FUNCTIONS:

50%	<p>Sector Working Group Coordination</p> <p>Provide administrative and coordinating support to REDI Industry Engagement Team to implement the California Jobs First Economic Blueprint by coordinating sector working group comprised of agency leads with responsibilities related to a minimum of two assigned sectors. Responsibilities include crafting agendas, corresponding across agencies, providing meeting and policy briefs to management, legislative and programmatic reporting, and outreach to industry and economic development stakeholders. Duties include but are not limited to:</p> <ul style="list-style-type: none">• Identify relevant GO-Biz unit and/or cross-agency partners for possible assignments and report issues or opportunities to appropriate agency staff. Provide recommendations on GO-Biz's participation and prepare next-step actions based on limited instructions.• Aggregate feedback, data, and updates from GO-Biz, economic development partners, regional collaboratives, and Jobs First industry sector coordinators. Concisely and accurately communicate regional priorities and initiatives to REDI leadership.• Perform research on requests, review, and coordinate responses for confidential economic and business opportunities. Researching various aspects of economic development projects and make recommendations on how REDI senior management should weigh in. Well-developed research will require ability to think critically, ask clarifying questions, collect background information, perform budget and economic impact analyses, and present various paths of action for consideration.• Maintain a broad understanding of economic development principles as it relates to GO-Biz pilot sectors, including but not limited to, space, satellites, & defense, microelectronics and semiconductors, life sciences, and agriculture technology. Remain current on workforce needs, public and private investment trends, supply chain dynamics, business deals and flow, key industry players, and entrepreneurial trends as it relates to your
30%	<p>Record Preparation, Management, and Analysis</p> <p>Maintain and regularly update REDI databases through CRM and shared files. Develop & perform data aggregation, data</p>

	tracking & data maintenance tasks to support the REDI unit's efforts to effectively report on economic development engagements, project impacts, and job creation metrics. Collaborate with the California Business Investment Services (CalBIS) Team and International Team to record and filter feedback received from industry and stakeholder partners as it relates to implementing the State's Economic Blueprint. Duties include but are not limited to: <ul style="list-style-type: none"> • Maintain contact lists via CRM for outreach purposes. • Prepare materials: compose letters, memoranda, information notes, and directives accompanying staff assignments. Research, prepare, draft, track, store and coordinate memoranda, post communications follow-up and data and research elements on communications related projects on the California business environment in Salesforce. <ul style="list-style-type: none"> • Support GO-Biz in the data and research of legislative reports and requests. • Support the REDI team, as needed, in answering constituent inquiries.
15%	Operational Tasks Coordinate diverse requests for meetings with departmental staff, government officials, and public or private organizations. Organize and plan meetings including scheduling meeting room reservation and set up, testing necessary audio/visual equipment, and preparing meeting materials and agendas. Duties include but are not limited to: <ul style="list-style-type: none"> • Facilitate local, state and federal industrial and agency partner convenings. • Maintain a toolkit of research resources to facilitate rapid deployment of briefing information for senior leadership.
5%	Other duties as assigned.
%	
MARGINAL FUNCTIONS:	
5%	Other duties as assigned

SUPERVISION EXERCISED:
None.

SUPERVISION RECEIVED
This position receives direct supervision from the Statewide Industry Engagement Manager of the Regional Economic Development Initiatives (REDI) unit, and general program direction from the Associate Deputy Director for Industry Engagement and Development and the Senior Advisor for Economic Policy.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular contact with, governmental agencies, high- level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

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

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.

CERTIFICATION

This position 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 Human Resources 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 ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Printed)	Employee Signature	Date
Employee's Title Sector Coordinator		

SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor's Name(Printed)	Supervisor's Signature	Date
Supervisor's Title Statewide Industry Engagement Manager		