



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA

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

POSITION DUTY STATEMENT

Classification STAFF SERVICES MANAGER II (SUPERVISORY)	Unit 103	Name
Working Title Tax Credit Program Manager	Position Number 373-103-4801-001	Effective Date

GENERAL STATEMENT:

The California Film Commission (CFC) is a state program within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state-owned and operated properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues and works closely with cities and counties to create "film-friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

The Tax Credit Program Manager (SSMII) works under the general direction of the Film & TV Tax Credit Deputy Director implementing and administering the Film & TV Tax Credit Program. The Program Manager has significant responsibilities for formulating and/or administering departmental policies, regulations, and guidelines for several complex statutes which require high level of management skills and technical expertise; responsible for a complex operation that is central to a department's primary mission, as set forth by the current statute and upcoming statutes and grant program; supervise a technical staff in a medium size department in the facilitation of film and television tax credits which includes a complex operation with multiple department influence. This position will involve higher level management duties, decision making, and problem-solving.

ESSENTIAL FUNCTIONS:

25%	POLICY ANALYSIS, FORMULATION, AND PLANNING Develop and evaluate alternatives when performing analysis of several tax credit statutes. Responsible for a complex operation that is central to a department's primary mission, as set forth by the current statutes. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Consult with and advise administrators and/or stakeholders on a wide variety of subject-matter areas. Assist the Deputy Director in development of program regulations; perform formal legislative processes to effectively implement SB 132 - Program 4.0. Review and analyze proposed legislation and advise management on the impact or potential impact. For clarity, make recommendations to the Executive Director and the Deputy Director for improvements to all public documents; revise and ensure program guidelines, application procedures, qualified expenditure charts, expenditure tracking tips, audit requirements, and interim reporting for CFC tax credit programs are accurate and up to date.
25%	PROGRAM ADMINISTRATION Interpret and apply departmental rules and regulations for Tax Credit Program and the Soundstage Filming Tax Credit Program; responsible for performing a wide variety of difficult and complex duties within the tax credit program. Duties include review and analyze tax credit application forms and other documents to ensure laws, regulations, and procedures are accurately interpreted and applied and make high-level determinations regarding applicant eligibility. Independently research, prepare, and compile reports to track statistical information required, such as types of productions, wage and non-wage expenditures, budget ranges, state taxes paid, diversity information, shooting days, and location information; provide input to the Deputy Director to ensure fiscal year statistical reporting on the economic impact

	<p>of the Program. Responsible for managing the funding budget for all tax credit allocations.</p> <p>In consultation with the Deputy Director and GO-Biz Legal Counsel, review, track, respond, and process Public Records Requests, in accordance with the California Public Records Act. Act as the main point person regarding all tax credit public records requests.</p> <p>Interface with Franchise Tax Board, Legislative Analyst Office (LAO), and California Department of Tax and Fee Administration on Program requirements that relate to taxpayers filing with these departments as required per the statute; review applicant data, compile reports, and post required approved applicant information on CFC website, in accordance with program and LAO requirements.</p> <p>Serve as technical expert and recognized authority on CFC's film and TV tax credit program and application process.</p> <p>Assist the Deputy Director in facilitating orientation sessions for all approved applicants. Update presentation materials for legislative hearings and pertinent meetings</p>
25%	<p>PROGRAM PERSONNEL MANAGEMENT</p> <p>Supervise and direct technical program staff, plan daily and weekly tasks, review assignments for completeness and verify to ensure that all data are recorded and tracked accurately, ensure that staff adheres to deadlines, oversee management of databases for several tax credit programs.</p> <p>Knowledgeable of principles and practices of employee supervision, development, and training; performs all human resources-related tasks for technical staff in the tax credit department, including hiring and onboarding of new staff and consultants, performance evaluations, and monthly timekeeping.</p>
20%	<p>PROJECT MANAGEMENT AND ANALYSIS</p> <p>Establish and maintain project priorities as performed by the tax credit department, such as supervising data collection, reviewing, and editing written reports in the following areas:</p> <p>Act as the lead in tracking and monitoring production spend outside the 30-mile zone; report local spend to regional film commissioners. Act as the main point of contact for applicants inquiring about complex details of the Program. Work with applicants to ensure that they understand and meet Program criteria.</p> <p>Oversee and review analytical studies of applicants that withdraw from the Program; supervise tracking of withdrawn productions and compile statistical reports on lost jobs, wages, and total production spend outside of California. Monitor and track other filming locales (states and/or countries) of runaway productions. Oversee the data collection and survey of waitlisted applicants whose projects are produced inside California and track jobs and production spend that are retained in California.</p> <p>Analyze data and present ideas and information effectively both orally and in writing, including diversity initiatives, sound and movie stages/infrastructure updates, Covid-19 data, and runaway productions.</p> <p>Supervise the analysis and data collection, as performed by the tax credit department staff, to ensure accuracy in order to publish the department's annual Progress Report.</p> <p>Oversee research and compilation of annual CFC Progress Report adhering to communication protocols and assuring accuracy. Oversee informational sections which provide statistics and other reporting requirements for the program.</p> <p>Interface with multiple state and city departments to assure scope and mission of the CFC is accurately portrayed.</p> <p>Act as liaison between Program staff and information technology personnel in all computer-related issues. Provide input and direct the development of improvements to the online application/database system.</p> <p>Oversee and implement changes on the CFC website to ensure forms, templates, and other program documentation are up to date, as necessary, with new developments and/or requirements regarding the Tax Credit Program.</p>
5%	Other duties as assigned
MARGINAL FUNCTIONS:	
5%	Other duties as assigned

SUPERVISION EXERCISED:

This position supervises seven staff members working in the tax credit department – (1) SSM I (Spec), (2) MPPA Tax Credit Analysts, (1) AGPA, (1) SSA Tax Credit Coordinator, (1) MST Program Assistant, and (1) OT Soundstage Program Assistant.

SUPERVISION RECEIVED

This position receives direct supervision from the Deputy Director, Film and TV Tax Credit Program.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular and frequent contact with members of the Governor's Office, 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

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
<i>Employee's Title Tax Credit Program Manager</i>		

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 Deputy Director of the Tax Credit Program, California Film Commission