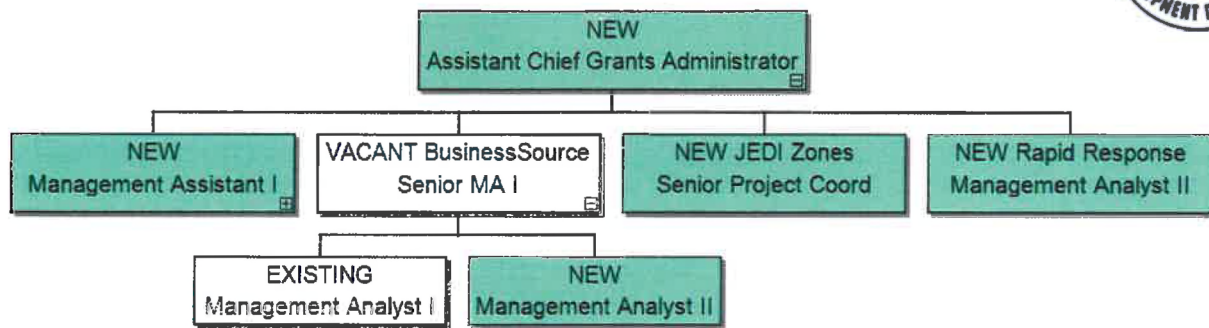


Economic and Workforce Development Department  
Expanded Business Assistance Unit



**NEW Assistant Chief Grants Administrator\***

- Manage and oversee expanded Business Assistance Unit (C.F. 15-1365)
- Implement business incentives recommended by pending Economic Development Strategy, including, but not limited to, JEDI Zones (C.F. 13-1090-S1; C.F. 13-0934-S2)
- Conduct outreach and marketing efforts for City business incentives
- Lead Staff Small Business Commission (C.F. 15-1364)

**NEW Management Assistant I\***

- Perform administrative functions for Small Business Commission (C.F. 15-1364)

**VACANT Senior Management Analyst I**

- Existing position to serve as BusinessSource Center System director
- Oversee BusinessSource Center procurement, contracting, monitoring and budget administration
- Manage two Management Analysts

**NEW Management Analyst II\***

- Report to Senior Management Analyst I to provide additional support for BusinessSource Center System to ensure contracts are effectively administered
- This position cannot be supported by CDBG due to limitations on Administrative/Planning expenditures

**EXISTING Management Analyst I**

- Report to Senior Management Analyst I to assist with contract administration, monitoring and budgetary oversight for BusinessSource Center providers

**NEW Senior Project Coordinator\***

- Support new JEDI Zone program once established (C.F. 13-0934-S2)
- Coordinate with stakeholders in new zones, determine appropriate package of business incentives for each zone, market incentives to businesses in each zone

**NEW Management Analyst II\***

- Implement "Rapid Response" service for businesses experiencing difficulty with City requirements (C.F. 15-1365)
- Coordinate with City Departments to resolve delays or other difficulties with City permits, licensing, inspections, etc. (C.F. 15-1365)

\*Position authority and funding for position approved in Fiscal Year 2016-17 Adopted Budget (C.F. 16-0600)