



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (IBANK)

POSITION DUTY STATEMENT

Classification Title: Student Assistant	Unit: Executive	Name:
Working Title: Student Assistant – Finance	Position Number: 373-105-4870-901	Effective Date:

GENERAL STATEMENT

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, the Student Assistant makes it possible for IBank to contribute to the State’s economic development and job creation efforts by being innovative and flexible, reporting to work as scheduled, working cooperatively with team members and others, and by treating others fairly, honestly, and with respect. The Student Assistant’s efforts are important to each member of the team, as well as those we serve.

Under the general direction of IBank’s Chief Deputy Executive Director, the Student Assistant is responsible for a wide range of asset management tasks associated with IBank’s various financing programs, reconciliation, and research, of various funding sources. The Student Assistant will perform tasks related to preparing and presenting analysis, findings, and recommendations to management.

The incumbent will work closely with staff to provide documents and respond to questions associated with work completed and will gather, research, and document process steps and outcomes to complete tasks, as directed by the IBank Chief Deputy Executive Director.

This position requires that the incumbent maintain consistent and regular attendance; communicate effectively orally and in writing; interact professionally with high level elected and appointed officials and their staff, the public, and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to policies and procedures regarding attendance, leave, and conduct.

ESSENTIAL FUNCTIONS

45%	Assists in the research, analysis, reconciliation, and review of financial asset management documents, as they relate to the origin of each funding source (bond proceeds and cash), such as the enterprise fund installment sale agreements, rental agreements, tax allocation agreements, lease agreements, and facility agreements.
25%	Perform routine financial calculations to produce analyses and reports as required, such as the monthly asset management report and arbitrage reports.
15%	Assists in bond proceeds, borrower repayments, and cash reconciliation activities and the preparation of financial asset management spreadsheets and reports for management.

10%	Assists in producing scheduled finance related reports and development of special requested reports.
5%	Performs miscellaneous clerical duties such as filing, mailing, emailing, copying, printing, and scanning of documents. Other duties as assigned.

SUPERVISION EXERCISED
The Student Assistant will not provide direct supervision.

SUPERVISION RECEIVED
The Student Assistant will work under the general supervision of the Chief Deputy Executive Director. The incumbent is expected to exercise individual initiative, utilize goal setting, possess strong work ethics and meet deadlines.

PUBLIC AND INTERNAL CONTACTS
The Student Assistant has frequent contact with internal staff, other State and local agencies, elected and appointed officials, and representatives of borrowing entities, non-profit entities, economic development professionals, and public finance professionals throughout the State.

INITIATIVE AND INDEPENDENCE OF ACTION
This position requires a high degree of administrative and technical capability over extremely sensitive financial assistance transactions and matters. 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
Delays, mistakes, or errors in judgment can lead to inaccurate information, poor relations, loss of credibility, and the loss of jobs and critical financing in California communities, as well as cause embarrassment to IBank, the State of California, Governor’s Office of Business and Economic Development, and the Administration.

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:

Student Assistant-Finance	Date

California Infrastructure and Economic Development Bank	
Employee's Printed Name:	
Supervisor's Signature:	
Chief Deputy Executive Director California Infrastructure and Economic Development Bank	Date
Supervisor's Printed Name:	