



GAVIN NEWSOM  
GOVERNOR

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

**DUTY STATEMENT**

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Unit</b> Bond Finance Unit	<b>Name</b>
<b>Working Title</b> Loan Officer	<b>Position Number</b> 373-105-5393-XXX	<b>Effective Date</b>

**GENERAL STATEMENT**

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, the Associate Governmental Program Analyst (AGPA) makes it possible for IBank to contribute to the State’s economic development and job creation efforts, and environmental, water, and clean energy goals by being innovative and flexible, reporting to work as scheduled, working cooperatively with team members and others, and treating others fairly, honestly and with respect. The AGPA’s efforts are important to each member of the team, as well as those IBank serves.

Under the general direction of the Bond Finance Manager, the AGPA independently performs the more varied and complex technical analytical duties critical to administering the Infrastructure State Revolving Fund (ISRF) Bonds and conduit bond portfolios of Bond Finance Program (Bond Program), as well as any bonds issued in the future for the Infrastructure State Revolving Fund and the California Lending for Energy and Environmental Needs Center (CLEEN Center), the Climate Catalyst Revolving Loan Fund (Catalyst), and any and any new IBank loan programs (together, Loan Programs). IBank’s Bond Finance Program issues bonds for State and local governmental entities, certain non-profit organizations, and for various infrastructure, economic development, environmental, water, and clean energy projects. The AGPA’s duties also include assignments (as needed) in the Bond Finance Unit, Loan Origination Unit, and Loan Servicing Unit under the indirect supervision of their respective unit managers. Duties include but are not limited to:

**ESSENTIAL FUNCTIONS**

<b>50%</b>	<b>Bond Financing Unit</b>
	Review and analyze applications for conduit revenue bond financing, including industrial development bonds, 501(c)(3) bonds, exempt facility bonds, and bonds for governmental entities. Prepare detailed written staff reports making recommendations to IBank Board of Directors to approve or decline applications. Work with other staff and outside parties to successfully complete the sale of bonds in compliance with Federal and State securities laws and regulations, such as preparation of Tax Equity Fiscal Responsibility Act (TEFRA) public hearings as well as project site visits.

	<p>Respond to requests from communities and potential applicants for technical assistance on applying for tax-exempt revenue bond financing.</p> <p>Perform post-bond issuance activities including the preparation of annual continuing disclosure reports, review, and analysis of tax arbitrage rebate reports for ISRF and School District bonds, and process post-issuance action requests for bonds.</p>
20%	<p>Perform oversight and follow-up of bond financing agreements. Maintain files, correspondence, account balances and other information associated with revenue bonds issued by the IBank. Monitor compliance with disclosure requirements. Conduct program analysis and prepare statistical and narrative reports. Track and analyze pending and approved legislation that relates to public finance.</p>
15%	<p><b>Loan Origination Unit</b></p> <p>Perform Loan Origination Unit activities, including but not limited to credit review and analysis and processing loan requests submitted from a variety of types of State and local governmental entities and non-profit organizations to determine if the applicant and project meet eligibility criteria. Review the source of repayment, applicant's current debt burden, and estimate the adequacy of revenues to repay the proposed loan while continuing to service existing debt. Complete inputs on underwriting workbooks. Work with Senior Loan Officer (Supervisor) to determine project feasibility and the ability to meet Loan Program criteria, priorities, and guidelines. Review and analyze existing debt instruments. Prepare detailed written reports recommending approval or denial of loan requests including preliminary review and Staff reports. Make presentations to an internal credit risk committee and the IBank Board. Process loan applications and prepare reports to be presented to the IBank Board. Recommend project structuring and information regarding the availability and appropriateness of other funding sources.</p>
15%	<p><b>Loan Servicing Unit</b></p> <p>Perform Loan Servicing activities, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Assist with drafting and finalize municipal financing agreements using standardized forms.</li> <li>• Perform annual surveillance reviews, loan closing, and budget reviews.</li> <li>• Review loan disbursement requests for accuracy, program eligibility and funding including the review and analysis of disbursement request materials such as construction contracts, general contractor pay draw requests, and invoices.</li> <li>• Review and analyze Loan Servicing annual certificates, budgets, and insurance certificates. Review and gain knowledge of ISRF and CLEEN Center (and any other Loan Program) financing agreements including Financing Leases and Installment Sales Agreement (ISA).</li> <li>• Perform income and expense trend analysis based on review of audited financial statements to identify and monitor troubled watchlist loans.</li> </ul> <p>Perform mathematical computations using Microsoft Excel workbook to determine annual debt service coverage ratio to complete ASR reviews.</p>

**SUPERVISION EXERCISED**

The AGPA does not provide direct supervision but does serve in a lead capacity over subordinate involved in highly technical bond financing and lending duties.

**SUPERVISION RECEIVED**

The AGPA receives supervision from the Staff Services Manager II for the Bond Finance Program. This position receives direct supervision from the Bond Finance Manager, and, when relevant to the assignment, indirect supervision from the Loan Origination Unit Manager or Loan Servicing Unit Manager.

**PUBLIC AND INTERNAL CONTACTS**

The AGPA has frequent contact with local government officials, the State Treasurer’s Office, the Department of Finance, non-profit entities, economic development professionals, public finance professionals, and public advocacy groups located throughout the State.

**INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires performing a variety of analytical techniques to resolve complex Program and policy issues related to conduit bond financing. The AGPA must analyze data and present information effectively both orally and in writing and possess the ability to establish and maintain project priorities. This position also requires a high level of problem-solving skills, technical skills, perceptive judgment, and independence of action. The AGPA must possess knowledge of public finance principals, Federal and State laws and regulations governing tax-exempt bond financings, and local governmental infrastructure financing mechanisms.

**CONSEQUENCE OF ERROR**

The AGPA is assigned difficult, complex, and sensitive program responsibilities. The AGPA must identify and resolve problems and issues that may adversely affect the efficiency and effectiveness of the Bond Finance Program and Loan Programs. Any errors in actions may reflect badly and cause embarrassment to the State of California, GO-Biz, IBank, and the Administration, and may cause the loss of financial assistance to local governmental and non-profit entities in the State.

**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:**

<b>Associate Governmental Program Analyst California Infrastructure and Economic Development Bank</b>	<b>Date</b>

**Employee’s Printed Name:**

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**Supervisor’s Signature:**

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<b>Staff Services Manager II [Bond Finance Manager] California Infrastructure and Economic Development Bank</b>	<b>Date</b>

**Supervisor's Printed Name:**

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