



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: Associate Governmental Program Analyst	Unit: Small Business Finance Center	Name:
Working Title: SBFC Loan Officer	Position Number: 373-105-5393-XXX	Effective Date:

GENERAL STATEMENT
<p>As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly and with respect. In addition, each employee is expected to adhere to the highest possible standards for performance and quality of work products, including clarity, coherence and consistency in articulating an overall vision for the incumbent’s area of responsibility.</p> <p>Under the direction of the Small Business Finance Center Program Manager (Staff Services Manager II (Supervisory) for the California Infrastructure and Economic Development Bank (IBank), this position will exercise judgment on assessing the eligibility and compliance of financial transaction requests, with assistance from the Program Manager. This position does not make policy decisions. The duties include, but are not limited to:</p>

ESSENTIAL FUNCTIONS	
35%	Assists in the evaluation and processing of documentation presented to the Small Business Finance Center (SBFC) to assure compliance and eligibility within IBank Programs such as the Small Business Loan Guarantee Program (SBLGP), Disaster Relief Loan Guarantee Program (DRLGP) Farm Loan Program, and other SBFC programs. Analyzes guarantee requests and claims for the SBLGP and other Small Business Finance Center programs.
25%	Communicates with various stakeholders, lenders, and Financial Development Corporations (FDC’s) to answer inquiries, seek input and feedback, and collect data; assists in the research and analysis of program-related issues and provides recommendations to the Program Manager and Chief Credit Officer for executive management decisions; assists in developing, updating and maintaining various program reports using customized databases as well as Excel spreadsheets.

20%	Assists in the interpretation of compliance and eligibility of applications for SBFC programs with state and federal statutory authority, policies and procedures, and Board directives and requirements. Interprets new and amended directives and requirements to apply to program and administrative procedures. Assists in developing, updating and maintaining policies and procedures. Assists in process and program development improvements. Develops and updates written procedures for SBFC program activities related to all aspects of the credit programs.
15%	Co-ordinates with IBank staff and others with respect to IBank's various reporting requirements. Tracks and examines accuracy of program data. Assists the Program Manager and Chief Credit Officer in supplying state and federal agencies, or other stakeholders, with statistical data as needed.
5%	Provides technical information and assistance to other technical and clerical staff, members of the banking and investment community and other stakeholders, related to various loan and guarantee programs. Assists with marketing, outreach and education efforts for SBFC programs.

SUPERVISION EXERCISED

The Associate Governmental Program Analyst does not provide direct supervision.

SUPERVISION RECEIVED

The Associate Governmental Program Analyst receives supervision from the Staff Services Manager II (Supervisory).

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with executive, administrative, economic development, marketing and communications staff of GO-Biz, the Administration, the State Treasurer's Office, the Department of Finance, other state agencies, local organizations and local elected and appointed officials, financial development corporations, lenders, business owners and executives and municipal finance professionals.

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. The ability to set and manage priorities and ensure completion of work is required. This position also requires problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

The Associate Governmental Program Analyst must identify and resolve problems and issues that adversely affect the efficiency and effectiveness of IBank. Any errors in actions may reflect badly and cause embarrassment to IBank, GO-Biz, the Administration and the State of California, and may also lead to potential lawsuits or regulatory action by agencies that oversee the municipal finance transactions. The AGPA plays a critical role in the SBFC and IBank's success. Error, poor judgment, and the lack of professionalism could result in the loss of significant infrastructure and economic development in California..

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:

Associate Governmental Program Analyst California Infrastructure and Economic Development Bank	Date

Employee's Printed Name:

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Supervisor's Signature:

Staff Services Manager II (Supervisory) California Infrastructure and Economic Development Bank	Date

Supervisor's Printed Name:

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