



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

Classification Title Associate Governmental Program Analyst	Unit Loan Servicing	Name
Working Title Loan Officer	Position Number 373-105-5393-XXX	Effective Date

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 Loan Servicing Manager, the AGPA independently performs the more varied and complex technical analytical duties critical to administering the loan portfolios of the Infrastructure State Revolving Fund Program (ISRF Program) and the California Lending for Energy and Environmental Needs Center (CLEEN Center), the Climate Catalyst Revolving Loan Fund (Catalyst), aConduit Bond Financing and any and all new IBank loan programs (together, Loan Programs). IBanks Loan Programs provide loans and other financings to State and local governmental entities, and certain non-profit organizations, for various infrastructure, economic development, environmental, water, and clean energy projects. The AGPA's duties also include assignments (as needed) in the Loan Origination, and Bond Units under the indirect supervision of their respective unit managers. Duties include but are not limited to:

ESSENTIAL FUNCTIONS

50%	Loan Servicing Unit
	<p>Perform Loan Servicing activities, including but not limited to:</p> <ul style="list-style-type: none"> • Draft and finalize municipal financing agreements using standardized forms • Perform annual surveillance reviews, loan closing, and budget reviews • Review loan disbursement requests for accuracy, program eligibility and funding including the review and analysis of subsidiary information such as construction contracts, general contractor pay draw requests, and invoices. • Review and analyze Loan Servicing annual certificates, budgets, and insurance certificates. Review and gain knowledge of ISRF and CLEEN

	<p>Center (and any other Loan Program) financing agreements including General Lease and Installment Sales Agreement (ISA).</p> <ul style="list-style-type: none"> • Perform income and expense trend analysis based on review of audited financial statements to identify and monitor troubled watchlist loans. • Perform mathematical computations using Microsoft Excel workbook to determine annual debt service coverage ratio to complete ASR reviews.
25%	<p>Loan Origination Unit</p> <p>Perform Loan Origination Unit activities, including but not limited to: credit review, and analysis, and process 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 internal credit risk committee and 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>
25%	<p>Bond Financing Unit</p> <p>Perform Bond Financing Unit activities, including but not limited to:</p> <ul style="list-style-type: none"> • The initial review and analysis of applications for conduit revenue bond financing, including industrial development bonds, 501(c)(3) bonds, exempt facility bonds and bonds for governmental entities. • Preparation of detailed written staff reports. • Work with Bond Unit staff and outside parties to successfully complete the sale of bonds in compliance with Federal and State securities laws and regulations. • Maintain files, correspondence, account balances and other information associated with disclosure requirements. • Help conduct program analysis and prepare statistical and factual reports. • Preparation of Tax Equity Fiscal Responsibility Act (TEFRA) public hearings as well as project site visits. <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-bond issuance action requests for bonds.</p>

SUPERVISION EXERCISED

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

SUPERVISION RECEIVED

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

PUBLIC AND INTERNAL CONTACTS

The AGPA has frequent contact with local government and officials, the State Treasurer’s Office, the Department of Finance, 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 performing a variety of analytical techniques to resolve complex Program and policy issues related to infrastructure financings. Analyze data and present information effectively both orally and in writing. The ability to establish and maintain project priorities. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and assessment of 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 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:

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 [Loan Servicing Manager] California Infrastructure and Economic Development Bank	Date

Supervisor’s Printed Name:

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