



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 Origination	Name
Working Title Loan Officer	Position Number 373-105-XXXX-XXX	Effective Date

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, the AGPA in the Loan Origination Unit 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.

GENERAL STATEMENT

Under the general direction of the Senior Loan Officer (Supervisor), the AGPA in the Loan Origination Unit (LOU) supports and performs credit underwriting activities for the Loan Programs of the California Infrastructure and Economic Development Bank (IBank) within the Governor's Office of Business and Economic Development (GO-Biz), including the Infrastructure State Revolving Fund Program (ISRF Program), the California Lending for Energy and Environmental Needs Center (CLEEN Center), the Climate Catalyst Revolving Loan Fund (Catalyst), and any and all new IBank loan programs (together, Loan Programs). IBank's Loan Programs provide loans and other financings to State and local governmental entities, certain non-profit organizations, and other enterprises, for various infrastructure, economic development, environmental, water, and clean energy projects. The LOU AGPA's duties may also include, depending on workflow and resource needs, occasional assignments in the Loan Servicing, and Bond Units under temporary supervision of their respective unit managers. Duties include but are not limited to:

ESSENTIAL FUNCTIONS

50%	Loan Origination Unit Credit Analysis, Underwriting and support functions: <ul style="list-style-type: none">Perform credit review, and analysis, and process complex loan requests submitted from a variety of types of state and local governmental entities, non-profit organizations and other enterprises to determine if the applicant and project meet program eligibility criteria and are fundamentally sound from a credit standpoint. Review the source of repayment, spread and analyze the
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	<p>applicant's financial statements and assess their current debt burden, and estimate the adequacy of revenues to repay the proposed loan while continuing to service existing debt. Assess the administrative and project management capabilities of the applicant. 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. Make presentations to internal credit risk committee and IBank Board. Process loan applications and prepare reports to be presented to the IBank Board.</p> <ul style="list-style-type: none"> • Advise prospective applicants of Loan Program criteria. Recommend project structuring and information regarding the availability and appropriateness of other funding sources. With assistance as needed from Supervisor or other team members, respond to sensitive or difficult inquiries from local officials, applicants, borrowers, and public finance professionals regarding the policy and procedures of the Loan Programs. Maintain regular communications with Manager and Origination Unit Staff. Conduct site visits as necessary. • Work with Senior Loan Officer (Supervisor) to serve in a business development role – conduct market research, identify and pursue strategic opportunities; build and cultivate successful partnerships and relationships with existing borrowers, prospects, applicants, consultants and other state agencies, in an effort to develop program pipelines and raise IBank's profile. • Work with LOU team to coordinate IBank's technical assistance and marketing efforts. Participate and present in public forums, workshops, and conferences relating to IBank's Loan Programs. Assist in the issuance of IBank bonds that fund the Loan Programs, including the collection and presentation of data and marketing material.
25%	<p>Loan Servicing Perform Loan Servicing functions, including but not limited to annual compliance, surveillance, and/or other servicing tasks. Examples include:</p> <ul style="list-style-type: none"> • Perform annual surveillance reviews, annual budget reviews, and process disbursement requests. • 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 General Lease and Installment Sales Agreement (ISA). • Perform income and expense trend analysis based on review of audited financial statements. • Perform mathematical computations to determine annual debt service coverage ratio. • Assist Origination and Servicing Staff with hard file and electronic file maintenance and retention.
20%	<p>Bond Financing Unit 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.

	<ul style="list-style-type: none"> • 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 narrative 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 various bonds.</p>
5%	Perform other tasks and projects as assigned for the Origination Unit, Servicing Unit, and Bond Unit (including possible travel).

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 Senior Loan Officer (Supervisor), i.e. Origination Manager for the Loan Programs. When relevant to the assignment, the AGPA receives occasional supervision from the Servicing Unit Manager or Bond Unit Manager.

PUBLIC AND INTERNAL CONTACTS

The Loan Officer has frequent contact with local government officials, the State Treasurer's Office, the Department of Finance, non-profit entities and other enterprises, 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 incumbent 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:

AGPA - Loan Origination Unit California Infrastructure and Economic Development Bank	Date

Employee's Printed Name:

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Supervisor's Signature:

Senior Loan Officer (Supervisor) [Loan Origination Manager] California Infrastructure and Economic Development Bank	Date

Supervisor's Printed Name:

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