DUTY STATEMENT
STATE TREASURER'S OFFICE
CAEATFA

PART A	
Position No: 321-001-5393-007	**Date:**
Classification: Associate Governmental Program Analyst	**Name:**

The California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works to provide innovative and effective financing solutions for California's industries, assisting in reducing the state's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs.

Under the direction of the Staff Services Manager I and/or Staff Services Manager II over the California Hub for Energy Efficiency Financing (CHEEF), the **Program Analyst** will act independently and proactively on program design and rulemaking, program implementation, stakeholder outreach and industry and policy research.

Percentage of time performing duties	ESSENTIAL FUNCTIONS
35%	**Program Design and Rulemaking** Researches topics such as energy technology and measures, financing mechanisms, on-bill repayment and secure data storage. Analyzes options for improvement, balancing the needs of multiple stakeholders and incorporating feedback into program design. Facilitates working group teams and makes written recommendations to management. Conducts the rulemaking and public input process including developing materials for public workshops, soliciting feedback on regulation changes, coordinating with legal counsel, incorporating and responding to comments, drafting of regulations, and preparing and filing regulation packages.
30%	**Program Implementation** Implements the programs with a wide variety of stakeholders, including the California Public Utilities Commission (CPUC), the state's Investor Owned Utilities (IOUs), IOU third party program implementers, marketing organizations, finance companies, energy efficiency retrofit contractors and project developers, and CAEATFA's vendors and technical consultants to: • Develop program processes, data requirements and workflows • Review program applications, financing enrollment submissions, and claims • Improve the user experience for program participants with new processes and IT solutions • Incorporate program modifications and updates, including on-bill repayment functionality • Resolve complex program implementation issues • Develop scopes of work for contract solicitations
20%	**Stakeholder Outreach and Relationship Building**: Raises awareness of the programs, identifies opportunities for strategic partnerships and develops working relationships with external organizations. Helps partners develop operations to integrate their systems with the program and implement the program successfully.

	Develops, reviews and approves written communications, marketing collateral and tools to communicate aspects of the program. Responds to inquiries. May travel once per month for one to two days at a time (when in-person meetings and conferences resume and travel is safe to undertake.)
10%	**Industry and Policy Research and Engagement**: Conducts research on pertinent topics such as decarbonization, industry background, technological developments, and energy and finance policy. Monitors, briefs management, and participates in relevant proceedings of CPUC, California Energy Commission, and other agencies.
5%	Other duties as needed.
Percentage of time performing duties	**NON-ESSENTIAL FUNCTIONS**

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
Vision: Review printed and handwritten material, reading computer screen.	☐	☐	☐	☐	☒
Hearing: Answer inquiries and provide verbal information to agencies, communities, and public and private sector.	☐	☐	☐	☐	☒
Speaking: Answer inquiries and provide verbal information to other employees, agencies, public and private sector.	☐	☐	☐	☒	☐
Walking: Distribution of information and copying.	☐	☐	☐	☒	☐
Sitting: Sitting at desk for long periods of time.	☐	☐	☐	☐	☒
Standing: Xeroxing or faxing.	☐	☒	☐	☐	☐
Balancing:	☒	☐	☐	☐	☐
Concentrating: Gathering financial/statistical information, preparing analytical reports and documents.	☐	☐	☐	☐	☒
Comprehension: Understanding financial and statistical information gathered from various sources.	☐	☐	☐	☐	☒
Working Independently: Must be able to work independently and under the supervision of the TPM I.	☐	☐	☐	☐	☒
Lifting up to 10 LBS occasionally: Must be able to work independently and under the supervision of the TPM I.	☐	☐	☐	☒	☐
Lifting up to 20 LBS occasionally and/or 10 LBS frequently:	☐	☐	☐	☒	☐
Lifting up 20-50 LBS occasionally and/or 25-50 frequently:	☐	☐	☐	☒	☐
Fingering: Use computer to enter data gathered, and dial telephone.	☐	☐	☐	☐	☒
Reaching: Answering telephone and reach for supplies and paperwork.	☐	☐	☐	☒	☐
Carrying: Carry documents and files.	☐	☐	☐	☒	☐
Climbing:	☒	☐	☐	☐	☐
Bending at waist:	☒	☐	☐	☐	☐
Kneeling:	☒	☐	☐	☐	☐
Pushing or pulling:	☒	☐	☐	☐	☐
Handling: Sort and file paperwork.	☐	☐	☐	☒	☐
Driving:	☒	☐	☐	☐	☐
Operating equipment: Computer, telephone, Xerox machines, fax.	☐	☐	☐	☒	☐
Working indoors: Enclosed office environment.	☐	☐	☐	☐	☒
Working outdoors:	☒	☐	☐	☐	☐
Working in confined space: Enclosed office environment.	☐	☐	☐	☐	☒

PART B PROSPECTIVE EMPLOYEE RESPONSE	
Position No: 321-001-5393-007	**Date:**
Classification: Associate Governmental Program Analyst	**Name:**

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

	No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
	No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
	Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
	I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

1. the essential function in question, and
2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature	Date Signed