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| **PART A** | | |
| **Position No:** 321-001-5157-001 | | **Date:** |
| **Classification:** Staff Services 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, and after an  initial training period, the Data, Compliance & Contracts Analyst will act independently to support  the California Hub for Energy Efficiency Financing (Hub or CHEEF) programs administered by the  California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA).  The analyst will exercise independent judgement on the most complex operational issues ensuring  compliance within all program parameters. The analyst has responsibility for data management, to  oversee funds, to implement procedures and controls, and to assist with contracting. The duties  include, but are not limited to: | | |
| **Percentage of time performing duties** | **ESSENTIAL FUNCTIONS** | |
| 30% | **Data Management, Validation and Reporting**  With guidance from the SSM 1, designs and implements systems for the flow of  data into the Programs. Manages, organizes, tracks and secures master data files,  ensuring data integrity.  Performs and works with administrative staff to perform the highly detail oriented  task of reviewing, validating, accuracy checks and correcting data incoming to the  Program or as part of the On-Bill Repayment functionality.  Reviews, processes and prepares program data sets and reports for internal and  external stakeholders. Works independently and collaboratively with administrative and program staff to prepare and review all weekly, monthly, quarterly and annual reports. | |
| 30% | **Oversight of Funds**  Performs account reconciliation and compliance related to program expenditures,  obligated credit enhancements, and on-bill repayment. With guidance, develops  and implements accounting record keeping systems, standards and procedures to  assist in program implementation and compliance.  *CHEEF Program Expenses:* Prepares monthly invoices to submit for reimbursement  by compiling individual expenditures. Prepares budget to actuals reports for  management, assists with budget forecasting and tracks expenditures by source of  funds, program area and by expense category.  *Credit Enhancement Funds*: Serves as contact for the Trustee Bank. Coordinates  CAEATFA’s oversight of holding accounts and Loss Reserve Account activity  including new account set-up, monthly reconciliation of balances, directing the Trustee to perform an annual rebalance, and processing claims and recoveries submitted by Participating Finance Companies. Maintains internal records of reconciliation of account balances using various spreadsheet and database tools. Periodically audits Participating Finance Companies to ensure their enrolled. Finance Agreements comply with Program Regulations.  On-bill Repayment:  Assists with development of compliance metrics, reporting templates and  protocols to oversee an Operational Reserve used to implement On-bill  Repayment functionality. Reviews and audits processes developed and  implemented by the Master Servicer to transmit payments sent by utilities to be  distributed to Participating Finance Companies. | |
| 25% | **Contract Procurement and Compliance**  Helps ensure program compliance with CAEATFA’s statutory authority, program  regulations and state and federal laws. Performs additional tasks to assure legal,  regulatory, and contractual compliance. Assists supervisor with special research oriented projects on topics that affect the direction of compliance policies.  *Contracted Providers:* With guidance, prepares PRFs/RFOs/RFQs and coordinates  activities associated with the vendor selection process. Assists with preparation of  and management of contracts, task orders and amendments and other contract related documentation and reports. Makes recommendations concerning contract and task order terms to management. Reviews and processes invoices, maintains  disbursement worksheet and compares approved budget and activity with actual  expenditures. Adheres to best practices and DGS/OLS State Contracting Manual.  Drafts written staff summaries of proposed contract details for board  consideration and approval.  Maintains accurate records of procedures used by contracted entities, and  documents correspondence. Tracks deliverables and adherence to timelines for  each contract. With guidance, utilizes audit protocols to track and oversee  program activities performed by contracted providers.  *Inter-agency agreements:*  Helps develop procedures to ensure that regulations and contracts issued are in  compliance with CAEATFA’s agreement(s) to operate the CHEEF. Tracks  obligations and ensures adherence to data security standards in these agreements. | |
| 10% | **Procedures and Controls**  Drafts and updates written procedures for CHEEF administrative and compliance activity, both for internal CAEATFA staff and contracted entities for review by management. Maintains an inventory of approved written procedures and spot checks for adherence to these procedures. Periodically evaluates existing procedures and updates them according to Program need.  Maintains an inventory of program documents and web material, ensuring that posted materials and documents for internal reference are up to date. | |
| **Percentage of time performing duties** | **NON-ESSENTIAL FUNCTIONS** | |
| 5% | Perform other tasks as requested by management | |

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| **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:** Obtain files and documents. |  |  |  |  |  |
| **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. |  |  |  |  |  |

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| **PART B**  **PROSPECTIVE EMPLOYEE RESPONSE** | | | |
| **Position No: 321-001-5157-001** | | **Date:** | |
| **Classification: Staff Services 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. | | | |
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| **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.) | | | |
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| Applicant’s Signature | | | Date Signed |