

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Executive Office				POSITION NUMBER (Agency-Unit-Class-Serial) 820-120-5393-001		Position ID 324
UNIT Executive Office				CLASSIFICATION TITLE Associate Governmental Program Analyst		
TIME BASE / TENURE Full Time	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE AGPA	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Executive Office of the State Treasurer's Office formulates and develops policy and acts in an advisory capacity to the State Treasurer. The executive staff consists of Deputy Treasurers, Public Information Office, Legislative Coordinator, Legal Counsel and the heads of the following divisions.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the CEA, working directly with the Legislative Director, Deputy Treasurers, and Boards, Commissions, Councils, and Authorities (BCAs) the Treasurer chairs independently performs complex analytical and research projects; and assist with developing reports on policies for the legislative office and corresponding BCAs.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
50%	Independently reviews, researches and analyzes legislation; performs legislative tracking functions for the State Treasurer's Office, its financing Authorities, and other BCAs as well; monitors legislative proceedings; and develops written communications pertaining to legislation; Liaison at the Capitol for the BCAs on legislative matters pertaining to them; drafts correspondence for policy-related issues/request for state and federal legislation; draft fact sheets, support letters, talking points for state and federal legislation pertaining to the scope of BCAs chaired by the Treasurer.					
30%	Conducts policy research and makes recommendations to the Legislative Director consistent with the State Treasurer's and corresponding BCAs' policies and goals; develops and maintains tracking system on key STO policy initiatives; consults with and provides technical information to departmental officials and financing authority directors; writes memos relating to policy research performed; and performs media outreach and responses pertaining to key STO policy initiatives.					
15%	Analyzes and upgrades database media lists and develops list management systems.					
5%	Performs miscellaneous projects and other job-related duties as required.					
SPECIAL REQUIREMENTS						
N/A						
To be reviewed and signed by the supervisor and employee:						
EMPLOYEE'S STATEMENT:						
<ul style="list-style-type: none"> I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT. 						
EMPLOYEE'S NAME (Print)				EMPLOYEE'S SIGNATURE		DATE
SUPERVISOR'S STATEMENT:						

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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