|  |  |  |
| --- | --- | --- |
| **CALIFORNIA STATE TREASURER’S OFFICE** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **DIVISION OR BCA** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **Position ID** |
| California Tax Credit Allocation Committee | 342-001-1139-007 | 4556 |
| **UNIT** | **CLASSIFICATION TITLE** |
| Compliance Unit | Office Technician (Typing) |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** | **MCR** | **WORKING TITLE** |
| P/FT | R04 | 2 | Yes [ ]  No [ ]  | 1 | Office Technician (Typing) |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Sacramento  |  |  |
| **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 California Tax Credit Allocation Committee was established first by gubernatorial proclamation in February, 1987, and later by enactment of law in 1987. The Committee administers the federal Low Income Housing Tax Credit program authorized by Congress in 1986 to encourage the production of affordable rental housing. The Committee also oversees the State Tax Credit program which works in tandem with the federal program. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the general direction of the Chief of Compliance (SSM III), with the California Tax Credit Allocation Committee (CTCAC), the position provides clerical and administrative support to the CTCAC Compliance Section. This position assists the Compliance Section with issues related to multifamily rental housing projects throughout California that are funded with the Low-Income Housing Tax Credit (Internal Revenue Code Section 42). This position also performs other related clerical duties and public contact. |
| **% 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.** |
| 30% | Utilize the PC computer and word processing systems to type, edit and maintain complex technical documents. Utilize the PC computer word processing systems, Excel and Oracle database to type, edit and maintain reports, spreadsheets and memoranda. Separate, scan, and maintain FileNet for the Compliance Section. Duties include preparing documents for scanning, scanning documents into the virtual project files, entering electronic documents into the virtual files. Exercise discretion when dealing with sensitive and confidential information. |
| 20% | Perform typing/clerical tasks of average difficulty and acts as support staff to the Program Managers (SSMI) in charge of the Annual Ownership Certification (AOC) and Annual Expense Operating (AOE) requirements. Duties include researching and pulling documentation, follow-up phone calls, reviewing and tracking AOC’s/AOE’s, making copies, faxing documents, and scanning hard copy reports into FileNet. |
| 15% | Process Compliance Workshop Registration. Enter information into the excel tracking spreadsheet, independently responds to phone calls related to workshop registration, Mail/Email confirmations and materials to registered attendees, prepare registration lists, and print certifications. |
| 15% | Submit Letters to Sister Housing Agencies. Process includes following up with Compliance staff, collecting and mailing/emailing copies of the noncompliance letter for jointly funded projects with our sister housing agencies – CalHFA, HCD, CDLAC, and USDA-RD. |
| 10% | Assist Program Analyst(s) or other Management staff with Public Records Requests that relate to the CTCAC Compliance Section. Duties include researching and pulling information or documentation, follow-up, and scanning hard copy reports into FileNet. |
| 10% | Fill in/cover Front Desk for absences, breaks and lunches. Assist in the preparation of letters/emails/discourse for general compliance questions for Compliance Section staff. Arrange reservations for STO Conference Rooms. Assist with invoicing for CUAC and Asset Management fees and scan CUAC approval and annual update letters into FileNet. Perform other job-related duties as required and assigned by Management. |
| **SPECIAL REQUIREMENTS** |
| **N/A** |
| **To be reviewed and signed by the supervisor and employee:****EMPLOYEE’S STATEMENT:*** *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** |
|  |  |  |