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| CALIFORNIA STATE TREASURER’S OFFICE | X | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
|  |  |
| DIVISION OR BCA | POSITION NUMBER (Agency-Unit-Class-Serial) | Position ID |
| CA Alternative Energy & Advanced Transportation Financing Authority (CAEATFA) | 321-001-5157-XXX | 6012 |
| UNIT | CLASSIFICATION TITLE |
|  | Staff Services Analyst |
| TIME BASE / TENURE | CBID | WWG | COI | MCR | WORKING TITLE |
| Full Time/Permanent | R01 | 2 | Yes [ ]  No [x]  | 1 |  |
| 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 Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works collaboratively with public and private partners 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. |
| GENERAL STATEMENT |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS |
| Under the direct supervision of the Staff Services Manager I and direct/general supervision of the Staff Services Manager II, this position will assist in administering, developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA or the Authority). |
| % 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% | Assists in performing complex analyses involved with various financing mechanisms including applications for the Sales and Use Tax Exclusion (STE) program. Conducts analysis of applications and program documents to ensure compliance with statutory authority, regulations, and policies. Obtains additional information about prospective participants from applicants and other sources, including other government agencies. Details eligibility of proposed projects by writing staff summaries for CAEATFA board consideration and approval and presents project recommendations to the board. Assists in monitoring reporting activities with respect to applicants, lenders, and participating parties to ensure regulatory compliance, and monitors and reviews annual and semi-annual reports. |
| 25% | Acts as a liaison with STE applicants, other government entities, consultants, lending institutions, program participants, and stakeholders and answers inquiries. Assists with the research and analysis of program-related issues and provides recommendations to management. Assists with the development and maintenance of various program reports and policies and procedures. Assists with program marketing and outreach efforts and collaborates with other state agencies to promote program growth. Assists with the arrangement of internal meetings and meetings with stakeholders to describe programs fully and encourage program activity. Assists with conducting reconciliation and performs additional tasks to assure legal, regulatory, and contractual compliance. Prepares regulatory agreements and amendments as necessary for execution by the Executive Director and STE applicants following the passing of a resolution by the CAEATFA board. |
| 15% | Assists with drafting regulations and presentation materials and conducts public workshops to solicit input from stakeholders and identify key programmatic objectives and hurdles. Makes recommendations to management and participates in the program development and rulemaking processes. Assists by performing independent and special research on related topics which affect the programs of the Authority, including involvement on various Authority task force teams researching various issues (policy and administrative). |
| 15% | Assists in providing technical information and assistance to other technical and clerical staff related to various applicants, program participants, other State agencies, the Legislature, and members of the banking, insurance and investment community and other external stakeholders. Assists in conducting statistical analysis of program activity and portfolios. Assists in developing and updating written procedures for Authority program activities, STE transactions, and general office operations. May assist with monitoring and the preparation of documentation for title conveyance agreements, analyzing and processing claims, reviewing contract invoices, and bond sales and closings. |
| 10% | Assists in the preparation and management of contracts and amendments and other various contract-related documentation and reports; makes recommendations concerning contract terms and task order preparation to management; assists with the preparation of RFPs/RFQs and coordinating activities associated with consultant selection process; and ensures compliance with program regulations. |
| 5% | Performs other job-related duties as required in support of CAEATFA’s mission, goals and objectives. May travel in state up to twice a month for one to two days at a time. |
| 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.*
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| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | DATE |
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| 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.*
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| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
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