

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
CENTRALIZED TREASURY & SECURITIES MANAGEMENT**

<b>PART A</b>	
<b>Position No: 820-300-7500-002</b>	<b>Date:</b>
<b>Classification: CEA C</b>	<b>Name:</b>
<p>Under the general direction of the State Treasurer and the Chief Deputy Treasurer, plans, organizes, directs, revises, and provides policy guidance for the operations of the Centralized Treasury &amp; Securities Management Division and the Centralized Banking Program; as a member of the Pooled Money Investment Board (PMIB) staff, develops and participates in policy recommendations to the PMIB; in conjunction with the Chief of Investments, develops the investment needs for the multi-billion dollar Pooled Money Investment Program within the overall board policy determination of the Pooled Money Investment Board; secures legal advice and recommends legislative action in regard to the State's banking arrangement; serves as the STO's Steering Committee member on the FISCAL project; acts as Treasurer's representative in joint studies with Department of Finance; serves on the Treasurer's Investment Committee; assists the Chief Deputy Treasurer in certain other assigned duties and acts as Deputy Treasurer.</p>	
<b>Percentage of time performing duties</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>40%</b>	<p>Plans, organizes and directs the following activities of the Centralized Treasury and Securities Management Division:</p> <ul style="list-style-type: none"> <li>• estimating and monitoring the daily cash position of the State of California for the purpose of determining investment and collateral requirements;</li> <li>• maintaining of compensating balances in the Treasurer's eight demand depository bank accounts at prescribed levels;</li> <li>• receiving and processing billions of dollars a month into the State Treasury;</li> <li>• insuring basic banking needs of all state agencies are provided, state monies on deposit are protected by bank collateral, all checks, vouchers and warrants issued by all State agencies are validated and redeemed, and the reconciliation of all state agency deposits into the depository banks;</li> <li>• developing and managing of the State's legal posture as it relates to the Treasurer's function in processing forged warrants, checks, and vouchers;</li> <li>• preparing and awarding major bank presort and Electronic Fund Transfer (EFT) contracts, involving hundreds of billions in yearly deposits;</li> <li>• managing the State's debt service balances in New York City;</li> <li>• clearance and settlement of all state investment trades and redemptions (excluding PERS and STRS);</li> <li>• clearance and settlement execution of all securities pledged to the state by state agencies and California companies to secure the performance of an act or duty;</li> <li>• collecting income of all principal and interest payments for investment and pledge accounts;</li> <li>• ensuring accountability of all securities owned or held by the Treasurer; ensuring sufficient collateral for the Time Deposit Program, demand accounts, collateralized investment agreements and all state agencies with accounts outside the Centralized Treasury System;</li> </ul>

	<ul style="list-style-type: none"> <li>• safekeeping of securities and other personal property owned by or pledged to the state; safekeeping securities and other personal property in the STO vault at the request of state agencies;</li> <li>• administering the Treasurer's Custodian Bank contract;</li> <li>• recommending, designing, and implementing major database enhancements;</li> <li>• providing daily courier services for the STO to deliver and collect financial documents.</li> </ul>
<b>25%</b>	<p>Responsible for the following activities in relation to the Pooled Money Investment Board:</p> <ul style="list-style-type: none"> <li>• analyzes cash position and investment information, develops short and long range investment plans for accounts under the Pooled Money Investments Board, and secures approval of the Deputy State Treasurer for such needs;</li> <li>• approves the purchase of eligible securities by the Pooled Money Investment Program;</li> <li>• recommends policy to the Pooled Money Investment Board relative to banking and fiscal matters;</li> <li>• directs and approves the preparation of the Pooled Money Investment Board's annual report.</li> </ul>
<b>20%</b>	<p>Represents the State Treasurer in statewide task forces related to all electronic commerce endeavors. This includes a legislatively established Task Force which requires the Treasurer's participation and ongoing activities and meetings that are scheduled with the advent of electronic commerce for the State of California.</p>
<b>15%</b>	<p>Negotiates with officers of authorized depository banks as to equitable factors and rates for determining the State's total bank service charges; analyzes compensating bank balances workload data and computes the compensating balance based upon factors and rates negotiated with the banks; assists in drafting and analyzing legislation related to treasury activities and in testifying before legislative committees; and acts as a Deputy Treasurer.</p>
<b>Percentage of time performing duties</b>	<b>NON-ESSENTIAL FUNCTIONS</b>

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
<b>Vision:</b> Reading, viewing documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hearing:</b> Responding to inquiries, contacting state, county, local and federal governmental agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speaking:</b> Phone conversation with the public, state, county local and federal governmental agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Distribute work to Financial Services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Using PC and reviewing work at desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balancing:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concentrating:</b> Understanding and responding to various issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comprehension:</b> Understanding and responding to various issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working Independently:</b> Must be able to work alone without constant supervision or guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lifting up to 10 LBS occasionally:</b> Assisting with storing documents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting up to 20 LBS occasionally and/or 10 LBS frequently:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting up 20-50 LBS occasionally and/or 25-50 frequently:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fingering:</b> Operate computer keyboard, phone and 10 key adding machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reaching:</b> Daily use of files and reference materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bending at waist:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing or pulling:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Handling:</b> Assisting with storing of documents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operating equipment:</b> PC, phone, copier, fax machine and printers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working indoors:</b> Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working outdoors:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working in confined space:</b> Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>