

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
CA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING  
AUTHORITY**

<b>PART A</b>	
<b>Position No: 321-001-5157</b>	<b>Date:</b>
<b>Classification: Staff Services Analyst</b>	<b>Name:</b>
<p>Under the direction of the Staff Services Manager I and/or Staff Services Manager II, and after an initial training period, the Data, Compliance &amp; Contracts Analyst will support the California Hub for Energy Efficiency Financing (Hub or CHEEF) programs administered by the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA).</p> <p>The analyst will exercise judgement on the 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:</p>	
<b>Percentage of time performing duties</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>30%</b>	<p><b>Data Management, Validation and Reporting</b> 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.</p> <p>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.</p> <p>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.</p>
<b>30%</b>	<p><b>Oversight of Funds</b> 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.</p> <p><i>CHEEF Program Expenses:</i> 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.</p> <p><i>Credit Enhancement Funds:</i> 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.</p>

	<p>Periodically audits Participating Finance Companies to ensure their enrolled Finance Agreements comply with Program Regulations.</p> <p><i>On-bill Repayment:</i> 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.</p>
25%	<p><b>Contract Procurement and Compliance</b> 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.</p> <p><i>Contracted Providers:</i> 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.</p> <p>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.</p> <p><i>Inter-agency agreements:</i> 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.</p>
10%	<p><b>Procedures and Controls</b> 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.</p> <p>Maintains an inventory of program documents and web material, ensuring that posted materials and documents for internal reference are up to date.</p>
Percentage of time performing duties	<b>NON-ESSENTIAL FUNCTIONS</b>
5%	Perform other tasks as requested by management <input type="checkbox"/>

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
<b>Vision:</b> Review printed and handwritten material, reading computer screen, joining online meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hearing:</b> Answer inquiries and provide verbal information to agencies, communities, and public and private sector, joining online meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speaking:</b> Answer inquiries and provide verbal information to other employees, agencies, public and private sector, joining online meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Walking:</b> Distribution of information and copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Sitting at desk for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing:</b> Xeroxing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balancing:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concentrating:</b> Gathering financial/statistical information, preparing analytical reports and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comprehension:</b> Understanding financial and statistical information gathered from various sources.	<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 independently and under the supervision of the TPM I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lifting up to 10 LBS occasionally:</b> Obtain files and 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> Use computer to enter data gathered, and dial telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reaching:</b> Answering telephone and reach for supplies and paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b> Carry documents and files.	<input type="checkbox"/>	<input checked="" 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> Sort and file paperwork.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operating equipment:</b> Computer, telephone, Xerox machines.	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PART B  
PROSPECTIVE EMPLOYEE RESPONSE**

<b>Position No: 321-001-5157</b>	<b>Date:</b>
<b>Classification: Staff Services Analyst</b>	<b>Name:</b>

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?

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.


**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.)

Applicant's Signature	Date Signed
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