

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
CDLAC**

<b>PART A</b>	
<b>Position No: 343-001-5393-010</b>	<b>Date:</b>
<b>Classification: Associate Governmental Program Analyst</b>	<b>Name:</b>
Under the supervision of the Staff Services Manager I (Program Manager), the incumbent will perform the following:	
<b>Percentage of time performing duties</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>30%</b>	Prepare concise and thorough written staff reports on requests for consideration by the Committee members (the State Treasurer, the State Controller and the Director of Finance) and the Executive Director. Analyze and evaluate requests for Private Activity Bond Allocation. Coordinate the preparation and signature process of resolutions and other formal documents pertaining to the awards, and subsequent use of the allocations.
<b>25%</b>	Access data from the Crystal Reports queries that the Committee uses to produce a variety of routine and ad hoc reports for staff, Committee members, and the users of allocations, the Legislature and the public. Assist the Program Manager and Deputy Director with the ongoing development of new Crystal Report queries needed to generate additional routine or ad hoc reports. Assist with analyzing, reviewing and interpreting technical information concerning private activity bond financing programs (current as well as proposed) with input from the Executive Director, Deputy Director, and Program Manager. Prepare correspondence and information materials (including legislative analyses) concerning programs for distribution to the Executive Director, the State Treasurer's Office, local and state governmental representatives and private sector investment bankers, bond attorneys and consultants. Advise the Program Manager, Deputy Director, and Executive Director when projects or programs do not conform to the Committee's policies and procedures.
<b>15%</b>	Assist Program Manager with ongoing development and maintenance of electronic (Excel) program evaluation, corresponding workbook troubleshooting and formula issues, and updating information to ensure consistency with the CDLAC regulations.
<b>15%</b>	Assist the Executive Director, Deputy Director, and Program Manager by serving as the special project designee. Special project assignments will result in recommendations to address a broad spectrum of potential administrative and program-related problems.
<b>10%</b>	Inform interested members of the public about the Committee's programs, policies and procedures by responding to requests for sensitive and timely information. Maintain cooperative working relations with bond underwriters, bond counsel, other state agencies, local government representatives and others involved in the completion of private activity bond financings.

<b>Percentage of time performing duties</b>	<b>NON-ESSENTIAL FUNCTIONS</b>
<b>5%</b>	Other job-related duties as required.

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
<b>Vision:</b> Reading application documents, correspondence, memorandum, proposed legislation, regulations, government code sections, industry publications, newsletters, and other reference material; reading e-mail on computer screen; viewing computer screen while preparing correspondence, memorandum, reports, legal documents, bill analyses, and miscellaneous documents; viewing computer screen while inputting data into database; proofreading documents; meeting issuers and other interested persons involved in tax-exempt bond recycling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hearing:</b> Answering inquiries and providing verbal information via telephone or in person; taking notes at meetings and providing written record of issues discussed; taking oral direction and instruction from the Senior Program Manager and Executive Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speaking:</b> Answering inquiries and providing verbal information via telephone or in person; presenting ideas or information in group meetings or in one-on-one meetings; briefing Executive Director and Senior Program Manager on assignments and other work-related matters; instructing or guiding other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Walking from incumbent's office to/from other staff offices, work room (copier, fax, and files), STO Executive Office and other Agency Offices within and outside the building.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Sitting at desk working on complex spreadsheets, handle telephone calls, read reference material, and proofread documents; sitting at computer to type staff reports, legal documents, correspondence, memorandum, and other work assignments; sitting at computer to enter data in database; sitting during staff meetings and Committee meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing:</b> Standing at copier, fax machine; standing to retrieve and refile application folder files.	<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> Reviewing and evaluating information pertaining to bond recycling; reviewing and analyzing applications for bond allocation; reviewing and interpreting procedures, policies, regulations, and government code sections; reviewing and analyzing proposed legislation and regulations; reviewing correspondence and preparing proper responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comprehension:</b> Understanding needs of callers; understanding procedures, regulations, and government code sections; understanding policy goals and objectives; understanding content of application forms and attachments, understanding of bond and reconciliation concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working Independently:</b> Must be able to complete assignments without much guidance from Manager or other staff; must be able to manage workload to meet critical deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lifting up to 10 LBS occasionally:</b> Projector and material for meetings as needed.	<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> Projector and material for meetings as needed.	<input type="checkbox"/>	<input checked="" 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> Pushing buttons on telephone, 10-key calculator, and computer keyboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reaching:</b> Answering telephone; retrieving and refiling file folder from/to upper shelf.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b> Carrying meeting and presentation material between incumbent's office and Manager's and Executive Director's offices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b> Climbing stairs (CDLAC Offices are on 3 <sup>rd</sup> floor).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bending at waist:</b> Retrieving and refiling file folders from lower shelves.	<input type="checkbox"/>	<input checked="" 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> Working with hardcopy reports and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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> Computer, 10-key calculator, telephone, Xerox machine, fax machine.	<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"/>

**PART B  
PROSPECTIVE EMPLOYEE RESPONSE**

<b>Position No: 343-001-5393-010</b>	<b>Date:</b>
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<b>Classification: Associate Governmental Program Analyst</b>	<b>Name:</b>
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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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