

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
California Health Facilities Financing Authority**

<b>PART A</b>	
<b>Position No: 324-001-5393-xxx</b>	<b>Date:</b>
<b>Classification: Associate Governmental Program Analyst</b>	<b>Name:</b>
Under the general direction of the Executive Director, Deputy Executive Director, or the Staff Services Manager II and the Staff Services Manager I with a significant level of independence, the incumbent administers, develops, and implements various programs, policies, and operating procedures of the California Health Facilities Financing Authority ("CHFFA" or the Authority) and the California Educational Facilities Authority ("CEFA" or together with CHFFA, the "Authorities").	
<b>Percentage of time performing duties</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>25%</b>	Serve as lead analyst and subject matter expert on CHFFA's bond and loan financing programs; analyze applications from a variety of non-profit, public health facilities; perform complex analyses and financial calculations of borrowers' audited financial statements to determine financial viability; advise management of potentially sensitive or controversial issues, including solutions and recommendations; prepare recommendations and written summaries of financing to be presented for consideration to the CHFFA board members at public meetings; assist in the pricing of the bonds; coordinate with various parties to close the bond or loan transactions.
<b>25%</b>	Serve as lead analyst and subject matter expert on CEFA's bond financing programs; analyze applications from a variety of non-profit, private colleges and universities; perform complex analyses and financial calculations of borrowers' audited financial statements to determine financial viability; advise management of potentially sensitive or controversial issues, including solutions and recommendations; prepare recommendations and written summaries of financing to be presented for consideration to the CEFA board members at public meetings; assist in the pricing of the bonds; coordinate with various parties to close the bond transactions.
<b>15%</b>	Analyze, score and interpret a variety of CHFFA applications for grant funding; evaluate project readiness and feasibility; advise management of potentially sensitive or controversial issues, including solutions and recommendations; prepare recommendations and written summaries applications to be presented for consideration to the CHFFA board members at public meetings. Monitor project completion; perform site visits to grant projects; provide technical assistance to grantees; and prepare status report updates to management.
<b>15%</b>	Lead special projects as required by management involving existing or proposed financings and prepare reports to the State Treasurer's Office, Legislature, National Association of Health and Educational Facilities Financing Authorities and/or numerous public and private entities and individuals.

<b>10%</b>	Provide technical review of all bond documents required for bond financing program issued through the Authorities; make content judgment on documents to ensure that the interests of the Authorities and the State are clearly represented and that all financial calculations are accurate; advise management on the structure of each financing. Monitor the required public hearing process for certain Authority bond issues; obtain necessary documentation from Bond Counsel and signatures for the State Treasurer.
<b>5%</b>	Provide technical information and assistance to potential borrowers, bond investors, other governmental agencies, and/or the public on the functions of the Authorities and the types financing programs available, procedures and requirements for utilizing the services of the Authorities, and processes for the Authorities' bonds, loans, and grant programs. Perform complex analyses of financially troubled facilities with outstanding debt and make recommendations for improvement to management. Develop and update written procedures of the Authorities' various programs' activity and portfolios.
<b>Percentage of time performing duties</b>	<b>NON-ESSENTIAL FUNCTIONS</b>
<b>5%</b>	Conduct and perform various administrative and analytical duties that are necessary for the daily operation and overall support of CEFA and CHFFA.

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
<b>Vision:</b> Reviewing applications, financial statements, various documents and reports relating to financings; viewing computer screen researching information and monitoring data in database.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hearing:</b> Answering requests on the telephone; participating in meetings and discussions relating to applicants; answering inquiries and providing verbal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speaking:</b> Speaking on the telephone; making presentations to CEFA's Board and management; participating in meetings and discussions relating to applicants; responding to inquiries and providing verbal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Distributing information; attending meetings; site visits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Sitting at desk reviewing reports and/or view computer screen; attending meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing:</b> Xeroxing or faxing	<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> Analyzing and interpreting information presented for financings; determining needs of callers and providing information; reviewing various documents for bond and loan transactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comprehension:</b> Understanding financial reports and other documentation; understanding and following procedures necessary to complete financing requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working Independently:</b> Occasionally must work alone and independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Lifting up to 10 LBS occasionally:</b> Lifting files relating to loan 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> Typing on a computer keyboard, pushing buttons on telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Answering telephone.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b> Retrieving or returning files, applications or other documents.	<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> Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> Attend meetings or conferences.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operating equipment:</b> Computer, telephone, xerox machines, fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>