

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Public Finance Division				POSITION NUMBER (Agency-Unit-Class-Serial) 820-510-4223-003		Position ID 172
UNIT LRFS				CLASSIFICATION TITLE Associate Treasury Program Officer		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE ATPO	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Public Finance Division manages the sales and issuance of the State's revenue anticipation notes, general obligation and revenue bonds; is the trustee and registrar for most state bonds and notes; and administers various state and federal requirements relating to the issuance of tax exempt debts. The Division consists of four major sections: Debt Issuance Section; Interim Financing Section; Conduit Financing Section; and Investor Relations Section.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Treasury Program Manager I or II, this position provides technical and analytical work associated with the sale of bonds. The position completes various financial analyses. The position also tracks and reports on the life cycle of loans for bond financed projects, handles certain trustee work associated with the bonds and provides technical support.						
<b>% of time performing duties</b>	<b>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.</b>					
30%	Reviews complex legal documents associated with the sale of bonds and ensures that documents protect the State interests and the bondholders; reviews bond sizing and structures including reserve requirements; uses specialized financial software packages to verify bond pricing information; participates in meetings; coordinates with members of the financing team to ensure a successful sale; prepares legal notices; works with State departments and members of the financial community.					
30%	Reviews cash flow statements and legislation for bond financed projects. Coordinates agendas and timing of meetings. Prepares briefing memos for management and presents bond financing agenda items at public meetings.					
25%	Prepares financial reports relating to unissued debt, payment schedules, reserve requirements, etc. Reviews tax compliance reports and monitors arbitrage calculations and tax and invoice payments. Prepares annual continuing disclosure reports and ongoing material events notices. Ensures compliance with covenants contained in legal documents relating to fund balances and transfers and insurance requirements. Prepares audit confirmations. Responsible for the bond sale and trustee information in the Debt Management System. Provides technical support for special projects and analyzes legislation.					
10%	Responds to inquiries from the public, other State agencies and the financial community both orally and in writing including researching bond files and existing statutes. Acts as lead on special projects.					
5%	Other duties as required.					
<b>SPECIAL REQUIREMENTS</b>						
N/A						
<b>To be reviewed and signed by the supervisor and employee:</b>						
EMPLOYEE'S STATEMENT:						

820-510-4223-003

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

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.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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