

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA California Debt and Investment Advisory Commission (CDIAC)				POSITION NUMBER (Agency-Unit-Class-Serial) 318-001-1139-004		Position ID 2503
UNIT				CLASSIFICATION TITLE Office Technician (T)		
TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Office Technician (T)	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
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.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
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.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The California Debt Advisory Commission was established by statute in 1981. The Commission is the State's clearinghouse for information on public debt issuance. The Commission collects and analyzes information on the issuance of tax-exempt debt and provides technical assistance and analysis of policy issues concerning public debt and investments.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager II, this position performs the following duties:						
% of time performing duties	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.					
80%	Provide general clerical support for CDIAC staff. Manage incoming inquiries to CDIAC by answering phones as well as monitoring CDIAC's email inbox. May provide general assistance to inquiries received as the incumbent gains more knowledge about the functions of CDIAC and bond issuance. Receive and distribute mail to appropriate staff. May also coordinate any outgoing mail or shipments. Compile and process invoices and billing statements from vendors and service providers and maintains electronic records for the office files. Regularly records purchase details in an internal budget tracking system. Follow check cashing process for checks received by CDIAC for payment of educational programs and debt issuance fees. Draft deposit and other payment memos for submittal to STO Accounting Office. With assistance from Data Unit manager, may resolve issues regarding duplicate payments and over/under payments. Manage basic procurement needs for the office. Maintain supply inventory, including ordering supplies for office pursuant to proper purchasing procedures, track receipt of supplies ordered, locate supplies for use when needed, and plan ahead to anticipate supply needs well in advance of use. Procure supplies and reconcile purchases through FISCAL. Maintain CDIAC subscriptions and memberships, which requires following up on annual subscriptions and memberships when staff change; Make staff travel arrangements and assist staff with process to submit travel expense claims. Register staff for training, procure registration fees and track payment of training fees, scan files for electronic storage, and prepare and distribute a variety of documents and memoranda as needed. Extensive use a computer to perform most functions including the use of the Microsoft Office suite including Outlook, Word, Teams, Excel, Access, and PowerPoint.					
10%	Plan and set-up CDIAC commission meetings. Manage calendar to align meeting date with a quorum of commissioners. Manage commission member spreadsheet ensuring updated contact information, term dates, bios, etc. Assist in the preparation of materials for commission meetings. Manage logistics during meeting for remote participation of commission members and members of the public. Prepare new commission member					

	briefing packages. Update commission member webpage and letter head when new appointments are made to the commission.
10%	Assists with set-up, attendee registration, or reproduction of materials for seminars, symposia, conferences, meetings and other similar events. Performs other duties as required.

SPECIAL REQUIREMENTS

(i.e. valid CA driver's license, overnight travel, etc.)

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *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

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