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| **CALIFORNIA STATE TREASURER’S OFFICE** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **DIVISION OR BCA** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **Position ID** |
| California Debt Limit Allocation Committee (CDLAC) | 343-001-5358-XXX | 5001 |
| **UNIT** | **CLASSIFICATION TITLE** |
|  | Administrative Assistant II |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** | **MCR** | **WORKING TITLE** |
| P/FT | R01 | 2 | Yes [ ]  No [ ]  | 1 | Administrative Assistant II |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Sacramento |  |  |
| **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 Limit Allocation Committee was established July 19, 1984, by the Governor's Executive Proclamation in response to the Federal Tax Reform Act of 1984. The Committee oversees California's system for allocation of the State's private activity bond limit. This limit was set by the U.S. Congress and applies to most projects financed with industrial development bonds. The Committee computes the annual limit in accordance with federal law and provides allocations to cities, counties, state agencies and local development authorities, among others. The Committee also maintains records on the use of private activity bond allocations throughout the State. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the general direction of the Executive Director and guidance of Staff Services Manager II of the CA Debt Limit Allocation Committee (CDLAC), independently performs a wide variety of administrative tasks and independently performs difficult and administrative detail work for CDLAC and California Tax Credit Allocation Committee (CTCAC). Duties are of a complex and varied nature involving the use of independent judgment, evaluating complex situations and taking appropriate action. |
| **% 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.** |
| 35% | Assists the Executive Director and relieves him/her of administrative details such as researching and securing information to respond to difficult requests, preparing travel expense claims, sensitive telephone inquiries and other requests; research problems of major consequence related to travel, meetings and conferences and recommends effective courses of action. Receives and screens verbal and written requests for the Committee Members, analyzes and makes recommendations to the Executive Director. |
| 30% | Independently researches various subjects needed by the Executive Director and staff and may be required to prepare preliminary draft reports such as issue papers. Attends Executive and Management meetings, if necessary, and research and prepares for these meetings, which may involve sensitive and highly specialized topics. Prepare draft responses to inquiries and correspondence related to CDLAC's or CTCAC’s goals and objectives. Prepares and reviews briefing documents for the Executive Director in preparation for CDLAC/CTCAC monthly meetings. |
| 20% | Independently gathers and summarizes data and develops reports such as financial and statistical reports and various information related to CDLAC/CTCAC; gathers and compiles information on behalf of the Executive Director regarding monthly reports, position papers or correspondence regarding the programs of the office; and performs independent and in-depth analysis regarding methods for improving systems and/or procedures employed by the office. Manages and lead special projects, such as legislation and administrative processes. |
| 10% | Independently analyzes and researches issues arising from Committee meetings and proposed legislation and ascertain the impacts on CDLAC/CTCAC. Create PowerPoint presentations for conferences or any public-facing materials and reports for the CDLAC/CTCAC Executive Director, as needed. Keep CDLAC/CTCAC staff aware of proposed legislation and determine if CDLAC/CTCAC should be requesting amendments or modifications to proposed or existing legislation.  |
| 5% | Performs other job-related duties as assigned, including but not limited to, providing staffing of the front reception desk area for coverage of phones, visitors. |
| **SPECIAL REQUIREMENTS** |
| **N/A** |
| **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** |
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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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