

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☒ PROPOSED☐ CURRENT

DIVISION OR BCA Centralized Treasury and Cash Management Division					POSITION NUMBER (Agency-Unit-Class-Serial) 820-330-4221-001	Position ID 102
UNIT Item Processing					CLASSIFICATION TITLE Treasury Program Manager I (Sup)	
TIME BASE / TENURE Full Time/ Permanent	CBID S01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE	
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.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Centralized Treasury and Securities Management Division (CTSMD) oversees all banking aspects of the Centralized Treasury System (CTS). The goal of the CTSMD is to maximize the earning of interest consistent with safe and prudent treasury management, and to ensure that the depository banks provide the state with proper and adequate security for the deposit of state monies. The State Treasurer maintains demand bank accounts with eight banks for the purpose of providing necessary statewide depository coverage for the remittance of funds collected by the various state agencies. The CTSMD manages the cash flow of all state funds, forecasts cash balances, revenue, expenditures and the amounts available for daily investments, ensures accurate and timely agency deposits, administers and executes the wire transfer of funds, reconciles state accounts with depository banks and redeems all state items submitted by presenting banks for payments. The Division is also responsible for executing the clearance and income collection for State investments (excluding the California Public Employees' Retirement System and the State Teachers' Retirement System) and securities pledged to the State, for the safekeeping of securities and other personal property owned by or pledged to the State.						
GENERAL STATEMENT						
Under the general direction of the Treasury Program Manager II, Item Processing Section, the Treasury Program Manager I is a working level supervisor. The position performs the most difficult and sensitive staff work and has the critical function of full supervisory and management responsibility.						
The primary responsibilities include the administration and monitoring of interagency agreements providing over \$3M annually in reimbursements to the State Treasurer's Office (STO); administers various contacts with private vendors; provide bank reconciliation and redemption services for the Centralized Treasury System including processing of 60,000 items totaling \$2+B daily; ensures accurate and timely conveyance of presentment for the calculation of monies available for investment daily; ensures smooth and efficient operations; and trains and develops subordinate staff.						
% 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.					
45%	Plans, organizes, directs and reviews the work of professional and technical staff responsible for: interagency agreements with State agencies providing reimbursements to the STO; service and maintenance contracts with private vendors; balancing, verifying and reconciling of monies by presenting banks daily; determining and conveying the amount of presentment for the calculation of monies available for investment daily; identifying fraudulent charges and submitting documentation for chargeback to the appropriate banks; maintaining the master stop payment file for all State agencies; supervise the recovery of funds through the affidavit of forgery process; processing collections from international financial institutions; preparation of management reports; and the maintenance of the image repository for all processed checks and warrants.					
25%	Identifies efficiencies and develops policies and procedures related to the functions of the section. Makes recommendations to management regarding program and system changes and development. Completes management reports and proposals. Performs the most difficult and sensitive staff work.					

15%	Identifies future needs or requirements for the section. Oversees the technological needs through coordination with STO-Information Technology Department (STO-ITD) staff. This includes identifying needs for image receipt and transmission of items in the future. Maintain the affidavit of forgery database and work collaboratively with STO-ITD to upgrade and implement changes when necessary. Coordinates and provides input for the Fi\$Cal Project.
5%	Recruits, hires, trains, develops, and evaluates staff. Ensures adequate staffing levels to perform the workload.
5%	Performs other supervisory and staff duties as needed. Corresponds with various state agencies, banks and the public on matters regarding the disposition of state checks and warrants, banking procedures and state rules, regulations and procedures pertaining to the redemption of items. Liaison with various STO stakeholders regarding the functions and services of the section as it relates to overall STO operations.
5%	Other duties as needed including acting in the absence of the Treasury Program Manager II.

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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