

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

DIVISION OR BCA California Tax Credit Allocation Committee					POSITION NUMBER (Agency-Unit-Class-Serial) 342-001-4801-004		Position ID 4587	
UNIT Development Section					CLASSIFICATION TITLE Staff Services Manager II			
TIME BASE / TENURE P/FT		CBID S01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 2	WORKING TITLE Staff Services Manager II		
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 Tax Credit Allocation Committee was established first by gubernatorial proclamation in February, 1987, and later by enactment of law in 1987. The Committee administers the federal Low Income Housing Tax Credit program authorized by Congress in 1986 to encourage the production of affordable rental housing. The Committee also oversees the State Tax Credit program which works in tandem with the federal program.								
GENERAL STATEMENT								
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Deputy Director of the California Tax Credit Allocation Committee (CTCAC); the position participates in policy decisions and makes recommendations for implementing all facets of Development Section program operations. The Staff Services Manager II (SSMII) is responsible for developing and implementing policy and procedures for detailed policy and financial feasibility reviews of multifamily rental housing project applications for Low-Income Housing Tax Credits (LIHTCs) in accordance with federal and state laws, the Qualified Allocation Plan (QAP) and Committee regulations, and oversee the functions of the Development Section staff in reviewing all multi-family rental housing projects funded with LIHTCs. The SSM II supervises, trains, assigns work and directs the day-to-day activities of subordinate Staff Services Manager I (SSMI) staff, Associate Governmental Program Analyst (AGPA) staff, Office Technician (OT) staff, and indirectly, AGPA/Staff Services Analyst (SSA) 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.						
35%		Plans, organizes and directs the Developments Section staff in the oversight of detailed evaluation of the multifamily LIHTC application packages for determination of compliance with federal and state LIHTC laws, project financial feasibility and long term viability; the ranking of projects and recommendations for award of LIHTCs; calculation of LIHTC amount available to the state's set asides and geographic regions; provide technical assistance to applicants and owners; ensure the consistent application of financial feasibility policies set by federal and state law; work with public and private lenders which provide project financing and with local governmental agencies concerning their project financial evaluations. Coordinate with subordinate managers and management at the California Debt Limit Allocation Committee (CDLAC) on preliminary reservation (PR) and placed-in-service (PIS) application-related matters. Accompany the Executive Director and Deputy Director at Committee meetings, answering Committee member's questions and presenting key issues during public meetings. Accompany the Executive Director and Deputy Director in convening and administering public hearings relating to proposed regulation changes. Oversees the development and implementation of PR and PIS application workshops.						

20%	Direct subordinate SSMIs in the research and analysis of data to prepare written and oral reports to the Executive Director and Committee; coordinate data collection and analysis for policy reports in response to state and federal legislative inquiries; and monitor need for changes to the PR and PIS application and the QAP.
20%	Direct and oversee the development and maintenance of complex databases to collect and analyze data on projects from the initial application through construction completion, project occupancy, and issuance of tax forms. Provides guidance of complex, current and future development issues unique to the State of California to stakeholders on the local, state and national level on conference panels.
15%	Analyze federal and state law, regulations and proposed changes for impact upon the LIHTC program and its administration, including working with the Legislature in drafting new legislation; interact with the IRS, FTB and other agencies with regulations and policies that affect the LIHTC program; maintain contact with allocating agencies in other states and attend conference in order to stay abreast of developments and new procedures in the program. Directs staff in preparing accounting and budget reports, time-keeping records and training requests; supervises SSMIs, and indirect supervision of AGPA/SSA and OT staff; develops and directs implementation of office procedures; monitors Committee regulations and need for amendments to development related matters. Coordinates with Compliance Section SSMIs and SSIs on policies and procedures affecting the Development Section.
5%	Represents CTCAC by attending and participating on working groups, conferences, and panels at the state and national level regarding development issues. Works with officials from the IRS, HUD, USDA Rural Development, the Department of Housing and Community Development (HCD), and the California Finance Financing Agency (CalHFA), on cross-cutting issues.
5%	Any other duties as assigned by the Deputy Director or Executive Director.

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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