

CALIFORNIA STATE TREASURER'S OFFICE
POSITION DUTY STATEMENT
☒ **PROPOSED**
☐ **CURRENT**

DIVISION OR BCA CA Pollution Control Financing Authority					POSITION NUMBER (Agency-Unit-Class-Serial) 345-002-5157-XXX		Position ID 5502
UNIT					CLASSIFICATION TITLE Staff Services Analyst		
TIME BASE / TENURE Full Time/Permanent	CBID R01	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 California Pollution Control Financing Authority was established by law in 1972 to approve and issue tax-exempt and taxable bonds to provide funds for private businesses seeking to purchase and install pollution control and reduction equipment processes. CPCFA can issue bonds to finance projects which help abate, eliminate, prevent, control or reduce any form of pollution of the earth, air or water, solid or liquid waste disposal. Types of projects, which may qualify for financing, include: curbside collection facilities, recycling facilities, composting facilities, materials recovery facilities, transfer stations, landfills and waste-to-energy facilities. The projects can involve construction of a new facility, expansion of an existing facility, rehabilitation or replacement of all or part of an existing facility, or acquisition or installation of new equipment.							
GENERAL STATEMENT							
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS							
Under the direction of the Staff Services Manager I, the Staff Services Analyst provides technical and analytical support in the administration of the California Pollution Control Financing Authority's (CPCFA) various financing programs. CPCFA's financing programs include, bond financing, loan loss reserve, collateral support, grants, and may include assisting with the development and implementation of new financing programs CPCFA and/or the Legislature establish. This position will use various software programs (email, word processing, spreadsheet, presentation, browsers, databases, custom software, etc.) in the normal course of business to complete tasks as listed in the essential and non-essential functions of this position							
% 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.						
40%	<p>Documents: assist with the reviewing, analyzing, summarizing, organizing, editing, and/or providing recommendations regarding various documents including but not limited to municipal bond/note financing documents and applications, loan documents, lender applications, reports, audits, post issuance request applications, contracts, grant documents, quarterly reports, requests to the CPCFA Board, and websites.</p> <p>Writing: assist with the drafting, rewriting, editing, and finalizing of summaries, reports, presentations, emails, memos, letters, invoices, contracts, website content, procedures, audits, justifications, and various other documents required in the administration of the Authority's financing programs.</p>						
40%	<p>Communication: Creating, responding, and tracking various forms of communication including but not limited to public speaking, email, telephone, video conferencing, teleconferencing, letters, memos, and/or MS Teams chats with a variety of levels of staff, management, and executives, and a variety of public and private entities in the administration of the Authority's financing programs.</p> <p>Working Collaboratively: Conferring and collaborating with internal stakeholders, including those within the State Treasurer's Office accounting and legal departments, cash management, the Executive Office, and the Public Finance Division. Requires external collaborative efforts with grantees, finance team members, bond counsel, underwriters, municipal advisors, lenders, potential borrowers, members of the public, and other state agencies including but not limited to the California Air Resources Board, the Energy Commission, Department of Toxic Substances Control, Department of Finance, and the State Controller's Office.</p>						

10%	State and Federal Legislation, regulations, policies, and procedures: assist with the tracking, reviewing, analyzing, summarizing, ensuring adherence to, and/or providing recommendations to management and executive staff on how current and proposed laws, regulations, policies, and procedures would impact the Authority and various stakeholders. Includes working with internal and external legislative staff, Office of Administrative Law (OAL), consultants, lobbyists, municipal bond financing team members (including bond counsel, municipal advisors, and underwriting firms), industry participants, and various other state and local agency representatives.	
5%	Presentations: assist with the design, creation, editing, production, and presenting of content, data, and information related to the Authority's financing programs. Includes the presentation of numerical data using charts and graphs.	
5%	Other duties as required in support of CPCFA's mission, goals, and objectives.	
SPECIAL REQUIREMENTS		
N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none">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:		
<ul style="list-style-type: none">I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITIONI 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