

CALIFORNIA STATE TREASURER'S OFFICE
POSITION DUTY STATEMENT
☒ PROPOSED

☐ CURRENT

DIVISION OR BCA California Tax Credit Allocation Committee					POSITION NUMBER (Agency-Unit-Class-Serial) 342-001-4800-012	Position ID 4597
UNIT Development Section					CLASSIFICATION TITLE Staff Services Manager I (Sup)	
TIME BASE / TENURE Permanent/Full Time	CBID S01	WWG E	COI Yes ☒ No ☐	MCR 2	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 Tax Credit Allocation Committee (CTCAC) was established first by gubernatorial proclamation in February of 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 Staff Services Manager II (SSM II or Section Chief) with CTCAC Development Section; the incumbent supervises staff at the SSA/AGPA level performing California Debt Limit Allocation Committee (CDLAC) and Development Section duties, including reviewing and approving staff work; functions as a working subject matter expert on tax-exempt bonds and federal and state Low-Income Housing Tax Credit (LIHTC) matters; and makes recommendations for and implements CDLAC and Development Section processes and procedures.						
% 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%	Supervise staff conducting application reviews, review staff work for conformance with program requirements, and conduct staff training. Perform quality control as an expert in the bond allocation and LIHTC programs and in the financial analysis of Development Section allocation unit. Evaluate trends and specific policy outcomes in the CDLAC and CTCAC programs and monitor the need for changes; oversee implementation of new policies and procedures.					
35%	Ensure the consistent application of financial feasibility policies set by federal and state law. Monitor the need for changes to the CDLAC bond and 4% tax credit application process. Ensure that program policies and procedures applied at CDLAC and in the Development Section are in compliance with federal and state laws, the CTCAC Qualified Allocation Plan (QAP), and Committee regulations. Monitor need for changes to the QAP. Implement program policies and procedures.					
20%	Coordinate data collection and analysis for policy reports in response to executive management and legislative inquiries. Provide policy, program and expert technical advice to the Development Section on federal Internal Revenue Code Section 42 and state statutes as they apply to tax credit programs administered by CTCAC. Analyze federal and state laws, regulations, and proposed changes for impact upon the LIHTC program. In coordination with the SSM II, prepare the CTCAC Annual Report for the legislature.					
5%	Act as a resource to analysts providing technical assistance to tax credit applicants. Assist with application reviews of a highly technical nature.					
5%	Other duties as assigned.					
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
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