

CALIFORNIA STATE TREASURER'S OFFICE
POSITION DUTY STATEMENT
☐ PROPOSED

☒ CURRENT

DIVISION OR BCA California Health Facilities Financing Authority (CHFFA)					POSITION NUMBER (Agency-Unit-Class-Serial) 324-001-4800-003	Position ID 3528
UNIT					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 Health Facilities Financing Authority was established by law to issue revenue bonds to assist qualified private nonprofit corporations or associations, counties and hospital districts to finance or refinance the acquisition, construction or remodeling of health facilities and specified clinics.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Executive Director, Deputy Executive Director, and the Staff Services Manager II, the Staff Services Manager I provides support in the development and implementation of the various financing programs, policies, and operating procedures of the California Health Facilities Financing Authority ("CHFFA" or the "Authority") and the California Educational Facilities Authority ("CEFA" or together with CHFFA, the "Authorities").						
% 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.					
30%	Provide supervision and direction to analytical staff on CHFFA's and CEFA's bond financing programs. Perform and oversee the more complex analysis involved in various financing mechanisms, structures, and documents of bond financing applications for their approval by the Authorities boards; determine potentially sensitive or controversial issues and advise upper management on solutions; review staff's financial analyses, written reports, and other bond program related projects; make recommendations regarding the resolution of various problems as they arise; ensures that all bond issuance reporting requirements to federal and state agencies occur according to the agencies' rules and requirements; participate in and oversee the coordination of pricing calls for the sale of bonds with the State Treasurer's Office and bond financing team representatives; provide technical information and/or assistance related to financings to upper management, various financing and bond program participants, other State agencies, the Legislature, members of the banking and investment community, and bond rating agencies. Make recommendations to upper management regarding specific applications and on policy or procedural processes that may be considered to better serve the Authority's clientele.					
30%	Provide supervision and direction to analytical staff on CHFFA's Healthcare Expansion Loan Program II (HELP II) loan program. Perform and oversee the more complex analysis involved in various financing mechanisms, structures, and documents of loan applications for their approval by the Authorities boards; determine potentially sensitive or controversial issues and advise upper management on solutions; review staff's financial analyses, written reports, and other loan related projects; make recommendations regarding the resolution of various problems as they arise; coordinate special projects related to HELP II; oversee and implement HELP II loan marketing strategies. Make recommendations to upper management regarding specific applications and on policy or procedural processes that may be considered to better serve the Authority's clientele.					
25%	Direct staff in the development of new programs and functions that further the intent of the CHFFA and CEFA Acts in providing financial assistance to eligible health and educational facilities. Analyze potential and actual changes in federal and state laws with recommendations to upper management on policy or procedural changes to be considered.					

5%	Oversee the analysis of financially troubled health and educational facilities that have outstanding debt issued by the Authorities and make recommendations as to work out plans to be implemented by the facilities. Oversee the coordination of analysis and review of bond and loan borrower requests that may be fulfilled through CHFFA's or CEFA's delegated authority.
5%	Prepare summary reports on large and more complex financial transactions, including the preparation of various tables, charts, and financial statements, which aid in understanding historical, current, and projected performance of participating health and educational entities.
5%	Conduct and perform various analytical and managerial duties that are necessary for the daily operation and overall support of CHFFA, CEFA and the Authorities' Boards.

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