

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

DIVISION OR BCA California Tax Credit Allocation Committee					POSITION NUMBER (Agency-Unit-Class-Serial) 342-001-5393-070		Position ID 4583
UNIT Development Section					CLASSIFICATION TITLE Associate Governmental Program Analyst		
TIME BASE / TENURE Permanent/Full Time	CBID R01	WWG 2	COI Yes ☐ No ☒	MCR 1	WORKING TITLE Associate Governmental Program Analyst		
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 supervision of Staff Services Manager I (SSM I), with CTCAC Development Section; at the independent journey level the incumbent performs complex analysis on tax law and policy review, financial analysis of applications for Low-Income Housing Tax Credits (LIHTCs), and other related analytical duties.							
% 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%	Analyze and assess complex LIHTC applications for the development of affordable rental housing projects to determine eligibility under Section 42 of the Internal Revenue Code (IRC) and state LIHTCs. Independently analyze and assess to determine housing need and demand, financial feasibility and long-term viability of said projects based on CTCAC program requirements. Verify and evaluate information presented by the applicant about the sources and uses of funds for development of the project; calculate the gap in available funding for each project to determine the amount of LIHTCs which may be allocated. Prepare forms and documents related to tax credit allocations as needed.						
35%	Independently and as a team member, evaluate and rank projects as set forth in the Qualified Allocation Plan (QAP). Review projected 15-year cash flows; employ advanced computer modeling techniques in evaluating data. Prepare a comprehensive staff evaluation of project financial feasibility at three separate stages of project development; recommend appropriate conditions to ensure project viability. Track projects throughout the development period; review documentation submitted by project owners to ensure CTCAC allocation requirements and federal and state requirements are met.						
15%	Provide technical and consultative assistance to members of the development team and others interested in the LIHTC program. This includes telephone calls, written communication, meetings, and conducting formal workshops.						
10%	Research and analyze data and project information and prepare written and oral reports for the Development Section SSMs and staff. Maintain data, prepare spreadsheets, graphs, charts and annual and periodic reports as requested by the Development Section SSMs using advanced Excel functions. Conduct various administrative duties necessary in the daily operation of the Committee.						
5%	Processing of public and statistical information requests; and perform other job-related duties.						
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