

## POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA <b>California Alternative Energy &amp; Advanced Transportation Financing Authority (CAEATFA)</b>					POSITION NUMBER (Agency-Unit-Class-Serial) <b>321-001-4800-001</b>	Position ID <b>6013</b>
UNIT <b>Core Programs</b>					CLASSIFICATION TITLE <b>Supervisor I</b>	
TIME BASE / TENURE <b>Full Time/Permanent</b>	CBID <b>S01</b>	WWG <b>E</b>	COI <b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	MCR <b>2</b>	WORKING TITLE	
LOCATION <b>Sacramento</b>					INCUMBENT	EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS						
The California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works collaboratively with public and private partners to provide innovative and effective financing solutions for California's industries, assisting in reducing the state's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS						
Under the general direction of the Executive Director and the direct oversight of the Supervisor II (S II), the Supervisor I (S I) serves as the direct manager over certain functions and the Core programs administered by the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA or the Authority). The S I consults with the executive management team, and exercises judgment and oversight of the daily operation of several of the Authority's various financing programs. This position supervises, trains, assigns work, and directs the day-to-day activities of analytical and administrative personnel, providing leadership for CAEATFA staff and programs including the Sales and Use Tax Exclusion (STE) Program for manufacturers, Property Assessed Clean Energy (PACE) Loss Reserve Program, any other authorized programs, and support for financings enrolled under previous programs. The S I will act in the absence of the S II.						
% 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.					
45%	Leads the development and administration of programs and functions that further the intent of the legislature in providing financial assistance to eligible projects that promote the development of renewable energy sources, energy efficiency improvements, and sustainable manufacturing; plans, organizes and develops program design, project eligibility and evaluation criteria in consultation with executive management and technical consultant. Assists with the determination of staff assignments and provides guidance on the review of applications and the preparation of pre and post board material. Works closely with high-level state fiscal and energy policy makers, financial institutions, underwriters, bond counsel, banks, state agencies and local governments on sensitive issues. Provides tactful communication of policy to stakeholders, state agencies and local jurisdictions. Alongside the SII, the SI will serve as a subject matter expert, providing technical support for all Core programs' needs.					
25%	Provides direct supervision to analytical and administrative personnel. Manages and is responsible for personnel-related and workload assignments. Manages programmatic-related functions and procedures, shared drives, all other tools and applications needed for operations. Manages regulatory agreements and the oversight of post-issuance compliance requirements to ensure compliance with program requirements, statutory authority, regulations, and policies. Determines the need for additional training both as a group and individually and arranges for such through state and private sources and rotates workload assignments of staff to provide cross training and back-up services. Manages and directs statutory and regulatory development efforts. Assists CAEATFA with agency wide obligations such as preparing annual reports for the legislature, strategic plans and blueprints, etc.					

## POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

20%	Provides oversight and strategic guidance for the implementation and administration of various programs. Makes recommendations of action items to the SI and Executive Director on specific terms and conditions for individual applicants participating in programs through the Authority. Determines when all documentation and conditions are met in order to complete the funding of loans and financings. Participates or directs appropriate staff in site visits to current or potential borrowers as necessary and oversees and participates in conducting audits of applicants. Works with and acts as a liaison to governmental entities, including the California Legislature, California Energy Commission, Public Utilities Commission, and other stakeholders on CAEATFA's current financing programs and any additional programs under development.
10%	Oversees the completion of ongoing staff compliance functions that are an integral part of the monitoring requirements of CAEATFA financings, including the design and maintenance of databases for projects financed by the Authority. Works with staff to ensure proper written and verbal communication with stakeholders; adherence to state and federal requirements, including providing necessary reports and other information to the IRS, trustees, and other oversight agencies and entities. Assuring the proper receipt and review of information from participating stakeholders and coordinates discussion and possible meetings with executives or potential borrowers regarding financial covenants. Makes recommendations to the S II and Executive Director on requests for changes to document requirements, credit enhancement covenants and other issues. Occasional travel required.

**SPECIAL REQUIREMENTS**

Valid CA driver's license and overnight travel may be required

**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
---------------------------	------------------------	------