

DIVISION OR BCA Public Finance Division (PFD)					POSITION NUMBER (Agency-Unit-Class-Serial) 820-540-4221-002	Position ID 258
UNIT Conduit Financing and Investor Relations Section					CLASSIFICATION TITLE Treasury Program Manager I (Specialist)	
TIME BASE / TENURE Full Time/Permanent	CBID E48	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE TPMI	
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 Public Finance Division (PFD) manages the sale and issuance of the State's revenue anticipation notes, general obligation, and revenue bonds; is the trustee and registrar for most state bonds and notes; and administers various state and federal requirements relating to the issuance of tax-exempt debt. The Division consists of four major sections: General Obligation Financing Section; Trustee Services Section; Conduit Financing and Investor Relations Section; and Lease Revenue and Financing Section.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Treasury Program Manager II in the Conduit Financing and Investor Relations Section (CFIRS), the position serves as a team leader for the State's Investor Relations Program (IRP), the Division's operational programs, and the issuance of bonds, and makes recommendations to management.						
% 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.					
50%	<p>Performs sensitive or complex duties independently for the administration of the IRP by:</p> <ul style="list-style-type: none"> Administering request for qualifications (RFQ) to establish financing pools; evaluating qualifications, certifications, and quarterly disclosures; disseminating Form 700 requirements; Preparing and/or evaluating responses to investor inquiries and public information requests; Managing the IRP 800 telephone line and e-mail inboxes; Reviewing content of the STO legislation tracking database and providing any recommendations pertinent to the Division's tracking needs; Maintaining and updating the Division's content on the STO and Buy California Bond (BCB) websites, including coordination between the Division's sections as well as the STO's Information Technology Division; Overseeing the daily dissemination of news obtained from general, rating agency, and industry specific websites to identify relevant news, market trends, rating actions, or any news requiring disclosure through a material event notice (MEN); Completing the Division's quarterly reimbursements by allocating staff's logged hours to the appropriate billable program using a combination of direct, administrative, and bond administration hours; overseeing the preparation and disbursement of invoice; responding to management requests for reimbursement information; Maintaining the Division's specialized databases including but not limited to Reimbursements, Training, Records Retention, Firm Incident Reporting, and Orders and Allotments. 					
30%	<p>In a lead capacity, oversees activities related to the Division's administrative operations by:</p> <ul style="list-style-type: none"> Monitoring the Division's Invoices inbox for items that require processing; Coordinating with administrative staff on purchase management system updates; verifying updates are completed timely; 					

	<ul style="list-style-type: none"> • In the absence of administrative staff, acting as the Division's procurement specialist including reconciling statement information, and utilizing the FISCAL system; • Verifying consistent tracking, accurate processing, and storage of Division procurement documentation; Providing training to incoming administrative staff on Division procurement processes;
15%	<p>Administers the STO's agent-for-sale responsibilities for the sale of state revenue and conduit bond sales by:</p> <ul style="list-style-type: none"> • Coordinating the sales schedule and negotiating with the municipal advisor, bond counsel, underwriters, and other State agencies; monitoring and ensuring that bond sale tasks are completed timely; articulating STO policies and technical aspects of the sale; and obtaining market indications for pricings. • Performing analyses of the financing structure and financial products; reviewing complex legal documents related to revenue and conduit bonds; determining whether legal, tax, and financial provisions of the sale meet STO's policies and serves the State's best interest; making recommendations to management; researching industry best practices; reviewing proposed underwriting fees and cost of issuance; and determining and coordinating trustee responsibilities, if applicable, as required by bond documents.
5%	Acts as back up to the CFIRS TPM II in his/her absence and perform other duties as required.

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