

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA California Tax Credit Allocation Committee (CTCAC)					POSITION NUMBER (Agency-Unit-Class-Serial) 342-001-4800-003	Position ID 4559
UNIT Compliance Section					CLASSIFICATION TITLE Supervisor I	
TIME BASE / TENURE Full Time / Permanent	CBID S01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MCR 2	WORKING TITLE Compliance Manager	
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 the Compliance Section Chief, (Supervisor II), the incumbent functions as a working supervisor on the tax credit programs, participates in policy decisions and makes recommendations for implementing all facets of program operations. The Supervisor I is responsible for training of new and current staff for compliance monitoring of low-income housing tax credits in accordance with federal and state laws, the Qualified Allocation Plan and Committee regulations, and oversee the functions of the compliance monitoring staff in reviewing all multi-family rental housing projects funded with Low Income Housing Tax Credits (LIHTCs). This will include regular overnight travel and throughout the State of California conducting onsite training to conduct physical inspection of properties and housing units. Training for the physical inspection of the properties include walking, climbing multiple flights of stairs and entering the units of tenants, kneeling and inspecting outside areas. The Supervisor I supervises, trains, assigns work and directs the day-to-day activities of subordinate staff.

% 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%	Primarily responsible for overseeing the CTCAC Compliance Field Training Program, which will include both the comprehensive training of new staff in Federal and State Tax Credit file review and physical inspection compliance and conducting refresher training for existing staff on the changes, updates, policies, and procedures that occur in the program in order to maintain consistency of audit review among all staff while conducting an audit in the field. Conduct field training for staff to conduct physical inspections of units and grounds to determine habitability per National Standards for Physical Inspection of Real Estate (NSPIRE), including but not limited to entering units, climbing up/down multiple flights of stairs, and walking large areas of the property. Will include training staff for testing various unit/property items, bending, and kneeling. Train staff and review written correspondence on issues of noncompliance. Oversee and track informational requests for information on the compliance program from outside sources including IRS, HUD, USDA-RD, attorneys, fair housing legal services, tenant advocacy groups and both city and county supervisor's requests. Address all written federal congressional correspondence who pose requests on behalf of their constituents, in addition to responding to direct requests from sister housing agencies both in-state and out of state for various database data requests on our tax credit portfolio.
35%	Under the general direction of the Compliance Section Chief, (Supervisor II), the incumbent functions as a working supervisor on the tax credit programs, participates in policy decisions and makes recommendations for implementing all facets of program operations. The Supervisor I is responsible for training of staff for compliance monitoring of low-income housing tax credits in accordance with federal and state laws, the Qualified Allocation Plan and Committee regulations, and oversee the functions of the compliance monitoring staff in reviewing all

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	multi-family rental housing projects funded with Low Income Housing Tax Credits (LIHTCs). The Supervisor I supervises, trains, assigns work and directs the day-to-day activities of subordinate staff.	
10%	Overseeing and tracking the return of the first-year filings of the 8609 Form for each project to determine the required monitoring scope based on minimum set-aside election, project election, and tenant transfer ability. Supervises the monitoring of projects from being placed in service through the term of the regulatory agreement; for AB2006 projects subject to regulatory agreements with the Department of Housing and Community Development (HCD) and/or the California Housing Finance Agency (CalHFA) coordinates compliance monitoring with said agencies, ensures that progress reports are requested and reviewed.	
5%	Perform any other requested duties necessary for the overall support of the California Tax Credit Allocation Committee (CTCAC).	
SPECIAL REQUIREMENTS		
N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"> ● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"> ● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> ● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE