

**POSITION DUTY STATEMENT**

STO 1000 (Rev 11/2025)

DIVISION OR BCA California Health Facilities Financing Authority (CHFFA)					POSITION NUMBER (Agency-Unit-Class-Serial) 324-001-4800-002	Position ID 3524
UNIT Grants Unit					CLASSIFICATION TITLE Supervisor I	
TIME BASE / TENURE Permanent/Full Time	CBID S01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MCR 2	WORKING TITLE	
LOCATION Sacramento					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 Health Facilities Financing Authority (CHFFA) 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						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Authority's Executive Director, Deputy Executive Director, Operations Manager, and the Supervisor II, the Supervisor I acts as the administrator of the Investment in Mental Health Wellness Grant Program, the Investment in Mental Health Wellness Grant Program for Children and Youth, the Community Services Infrastructure Grant Program, the Specialty Dental Clinic Grant Program, and any other grant programs as needed.						
<b>% of time performing duties</b>	<b>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.</b>					
30%	Administer and oversee the operations of the Investment in Mental Health Wellness Grant Program (IMHW), Investment in Mental Health Wellness Grant Program for Children and Youth (CY), the Community Services Infrastructure (CSI) Grant Program, the Specialty Dental Clinic Grant Program (SDC) and any other grant program and their staff; serve as managerial liaison between the Authority and eligible grantees; oversee program criteria to be applied to applications for funding, site visit standards, various forms, including the grant applications, grant award agreements, funding request forms, site visit checklists, and various certification forms; continually monitor and update policy and procedural processes to better serve the Authority's clientele; develop and amend regulations as necessary and present regulations to the Office of Administrative Law for approval. Supervise and assist staff working on researching, analyzing, developing, and revising grant program regulations to meet program, legislative, and/ or stakeholder needs for all existing and new grant programs and any other related CHFFA program. This includes working collaboratively with a diverse group of internal/ external stakeholders, which includes but is not limited to providers, advocacy groups, and the Office of Administrative Law.					
20%	Provide guidance and training for the Authority grant programs and professional staff. Review pending legislation, research information presented, determine impact, organize findings, and prepare detailed written analyses. Brief management, division administration and stakeholders on assigned legislation, monitor legislation, and prepare updated analyses. Work collaboratively with the Legal division and STO Legislative Unit. Coordinate existing and new grant programs, provide oversight of presentation to the Authority members on potential grants; monitor the volume of grants in each grant program, prepare necessary reports to management and the Legislature and make grant funding level recommendations to the Authority for the various grant programs.					
20%	Coordinate through subordinate staff the review and approval/disapproval of grant applications received, the notification to applicants of the Authority's decision on their respective applications; coordinate and perform site visits, compare the project progress to the approved project timeline, and confirm completion of the project(s). Review and approve funding requests during the life of the project and for each phase of the project.					

	Review documents from local government to ensure compliance with local laws and acquisition of appropriate certificates.
15%	Coordinate special projects, including the development of new programs and functions that further the intent of the STO and the Legislature in providing financial assistance to eligible grantees, make recommendations to senior management on policy and procedure changes to be considered. Also serves as key liaison on the grant programs for the Authority with eligible grantees, STO, SCO, Legislature, and numerous public and private entities and individuals.
10%	Coordinate financing activities between the Authority and the grant recipient; represent the Authority at any public hearings. Monitor and track grant funds by grant recipient, project, fund type, and the Program as a whole; establish and monitor various standard and special reports, reconcile the manage the calculation of disbursement projections for the Department of Finance. Monitor and revise if needed the database that tracks grant funds by grant recipient, project, fund type, and the Program as a whole; reconcile use of grant funds and establish and monitor various standard and special reports, manage the calculation of disbursement projections for the Department of Finance.
5%	When necessary, provide assistance to the Authority with regard to non-grant related workload, including but not limited to bond and loan financing transactions.

**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
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**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
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