

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA California Alternative Energy & Advanced Transportation Financing Authority (CAEATFA)					POSITION NUMBER (Agency-Unit-Class-Serial) 321-001-4800-002	Position ID 6048
UNIT California Hub for Energy Efficiency Financing Programs (CHEEF)					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	
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 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.

GENERAL STATEMENT

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, the Supervisor I serves as the direct manager over staff providing administrative support to all programs. The Supervisor I consults with the executive management team, and exercises judgment and oversight of the daily and ongoing administrative functions and operations. This position supervises, trains, assigns work, and directs the day-to-day activities of analytical and administrative personnel, providing leadership to staff and central administration including procurement, contracts, business services, facility operations, travel coordination, statute and legislation, accounts payable and receivables, and support to various financing programs. Alongside the Supervisor II, the Supervisor I will serve as a subject matter expert on contracting, accounting standards, documentation, record retention, and other administrative functions, providing technical support for program staff and management needs. The Supervisor I will act in the absence of the Supervisor 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%	General Administration <ul style="list-style-type: none"> Provides direct supervision of analytical and administrative personnel. Manages and is responsible for personnel-related requirements and workload assignments. Supervises administrative and operational functions and procedures, including standard procurement activities, invoice processing, accounting and reconciliation of expenditures, contract administration, board meeting preparation, travel and training coordination and preparation and processing of expense reports, organization of shared drives, all other tools and applications needed for operations. Supervises and trains staff in the facilitation of monthly board meetings, including program coordination, scheduling, logistics, preparation and posting of materials, and coordination of briefing sessions in compliance with the Bagley-Keene Open Meetings Act, program requirements, statutory authority, regulations, and policies. Assigns and rotates workload assignments of staff to provide cross training and back-up services, determines and recommends the need for additional training as a group and individually and arranges for such through state and private sources.

30%	<p>Contract Procurement and Compliance</p> <ul style="list-style-type: none"> Supervises staff in the development of contract solicitations (RFP, RFQ and RFO), as well as other contracting vehicles, and evaluation of proposals for technical consulting, trustee banking and other necessary services to support programs. Manages contracts, leads preparation of task orders and amendments, and other contract-related documentation and reports, working with contract analysts and program teams to achieve desired terms. Works with analyst staff to process and document contract invoices for approval, and with administrative staff to allocate general accounts payable. Coordinates with program managers and contract analysts to ensure contract compliance with statutory authority, program regulations and state and federal laws, best practices and the DGS/OLS State Contracting Manual. Coordinates with STO Business Services and contract analysts to determine when all documentation and conditions are met in order to complete routing for approval of contract solicitations, selected proposals, and Interagency Agreements for services. Works with senior management and may act as a liaison to governmental entities, including the California Legislature, California Secretary of State, Department of Finance, and other stakeholders to fulfill obligations under statute and general government practices.
25%	<p>Procedures and Controls</p> <ul style="list-style-type: none"> Leads staff in the development, organization and maintenance of procedures for all administrative functions, including contract administration, general procurement and invoice processing, board meeting preparation, travel and training coordination, interagency agreements for facilities and standard services. Works closely with staff to board members, financial institutions, counsel, banks, state agencies and the Executive Office to coordinate review processes and statutory requirements. Supervises the production and approval of program’s annual reports to the Legislature, coordinating with program managers for timely content development. Acts as primary liaison to the contracted auditor for the annual required audit of the Authority’s conduit bond program, and annual Financial Transactions Reports to the State Controller’s Office. Supervises record maintenance and retention according to required security rules governing private and financial information, and record retention schedule, including procedures for all programs, compliance, and administrative processes. Supervises the fulfillment of internal infrastructure modernization initiatives, including SharePoint development, website improvements, and ADA compliance, requiring a strategic approach and in-depth knowledge of each domain. Reviews and presents materials and/or correspondence for executive approval in response to oral and/or written inquiries to the executive office; and progress and completion of assignments including external/internal communications on sensitive issues. Assists with annual Out-of-State travel process.

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
---------------------------	------------------------	------