

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) 321-001-5157-XXX	Position ID 6037
UNIT Sales and Use Tax Exclusion Program (STE)					CLASSIFICATION TITLE Analyst I	
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	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 direct supervision of the Supervisor I and general supervision of the Supervisor II, this position will assist in administering, developing and implementing various programs, policies and operating procedures.

% 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.
30%	Assists in performing complex analyses involved with various financing mechanisms. Conducts analysis of applications, reports, and program documents to ensure compliance with statutory authority, regulations, and policies. Prepares drafts, rewrites, edits, and finalizes summaries, reports, presentations, emails, memos, letters, invoices, contracts, website content, procedures, audits, justifications, and various other documents. Works with prospective participants, consultants, and other government agencies to obtain information needed to make critical program decisions. Drafts recommendations for management to present to the Board for consideration and approval and presents programmatic data and changes to keep the Board well informed. Assists in monitoring and tracking reporting activities with respect to applicants, lenders, and participating parties and processes periodic reports.
30%	Acts as a liaison with other government entities, consultants, lending institutions, program participants, and stakeholders and answers inquiries. Under guidance, performs research and analysis of program-related issues and provides draft recommendations to management. Assists in developing, updating, and maintaining various reports, policies and procedures. Help carry out program marketing and outreach efforts and collaborates with other state agencies to promote program growth. Arranges and participates in internal meetings and meetings with stakeholders to describe programs fully and encourage program activity. Assists in conducting reconciliation and performing additional tasks to assure legal, regulatory, and contractual compliance. Prepares and manages regulatory agreements, amendments, and any other contract-related documentation and reports, as necessary.
15%	Assists with drafting regulations and presentation materials to support public workshops to solicit input from stakeholders and identify key programmatic objectives and hurdles. Drafts recommendations to support management in the program development and rulemaking processes. Assists in performing independent and special research on related topics, including involvement on various task force teams researching various issues (policy and administrative).

15%	Provides technical information and assistance to other technical and clerical staff related to various applicants, program participants, other State agencies, the Legislature, and members of the banking, insurance and investment community and other external stakeholders. Assists in conducting statistical analysis of program activity and portfolios. May assist with monitoring and the preparation of documentation for title conveyance agreements, analyzing and processing claims, reviewing contract invoices, and bond sales and closings. Assists in preparing RFPs/RFQs and coordinating activities associated with consultant selection process and validating service expenditures.
10%	Performs other job-related duties as required in support of the program’s mission, goals and objectives. May travel in state up to twice a month for one to two days at a time.

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