

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 831-453-5402-001	Date:
Class: Analyst III	Name:
Under general direction of the Supervisor II, Bond Finance & Investment Unit, the Analyst III performs advanced journey person work related to the Agency's continuing program of issuing and maintaining debt obligations and investing the Agency's funds and reporting.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Provide technical and analytical assistance with respect to the ongoing management of outstanding debt including the most complex tax compliance requirements. Prepare and distribute the most complex periodic financial reports and update factual information regarding various Agency bond related financial matters. Compile and disseminate the most complex financial and programmatic data for department's quantitative consultants for preparation of consolidated cash flows and prepare the necessary cash flow projections and analyses as necessary. Coordinate the collection and distribution of necessary information to the Agency's quantitative consultant and legal counsel for the timely calculation of required arbitrage rebate liability calculations and mortgage spread computations. Formulate and maintain the most complex computer files giving a complete history of bond redemptions. This work involves an understanding of the complex bond resolution provisions regarding transfers of monies between accounts and the redemption of bonds, including call priorities and call protection by maturity. Update new data and transactions on a timely basis. Add new tables and relationships to the database. Data is retrieved from: i) external financial systems such as MITAS; ii) compilation of historical rates and information from Excel spreadsheets; iii) official offering statements; and iv) redemption certifications.
25%	Prepare and distribute the most complex periodic financial reports and update factual information regarding various CalVet loan-related financial matters including, but not limited to: Internal Expense Reports, Annual Disclosure Reports, Pipeline Reports, Farm and Home Financial Reports, and Annual Audit Reports. Formulate and maintain the most complex computer files and spreadsheets or databases providing complete information regarding outstanding bonds and related information including loan originations. Prepare necessary periodic disclosure reports for distribution to the securities industry and to investors disclosing details about the Agency's bond finance programs including explanations of the most complex provisions of the Agency's debt obligations. Prepare other complex reports as requested or assigned by management.

25%	Manage the Division's Quality Assurance Program including the development and maintenance of policies and procedures designed to ensure the Production Unit and Loan Servicing Unit are producing and servicing loans meeting all the standards of the United State Department of Veterans Affairs and Ginne Mae. Oversee all formal audits from these agencies and conduct preaudit testing to uncover potential discrepancies prior to audits. Implement all Quality Assurance procedures including the development and maintenance of documents and tools aimed at keeping the Division in compliance with all requirement of these Agencies.
15%	Coordinate the sale and issuance of new debt obligations including the more complex technical and analytical analysis. Responsible for the accurate and timely preparation of the Agency's official instructions. Such work may include the preparation of tables and reports specific to the new issue, substantive review and proofreading of drafts of official bond documents, including preliminary and final official statements, resolutions of issuance, investment agreements, closing documents, preparation of internal procedural instructions for bond closings, including refunding, and preparation of budget and analysis for final cost of issuance. Prepare formal instructions for the early redemption of debt obligations and direct the payment of expenses related to debt obligations. Conduct research concerning financing or investment alternatives and update the Agency's long-range financial projections.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; providing verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to the various units.			X		
SITTING: Work station, meetings and training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms, calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents, mail.		X			
CLIMBING:		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____