

State Treasurer's Office  
POSITION DUTY STATEMENT  
STO 1000 (Rev 11/2025)

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| DIVISION OR BCA<br>CA School Financing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            | POSITION NUMBER (Agency-Unit-Class-Serial)<br>298-003-5157-001 |               | Position ID<br>2008 |  |
| UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            | CLASSIFICATION TITLE<br>Analyst I                              |               |                     |  |
| TIME BASE / TENURE<br>Full Time/Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | CBID<br>R01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WWG<br>2 | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | MCR<br>1                                                       | WORKING TITLE |                     |  |
| LOCATION<br>Los Angeles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            | 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<br>The California School Finance Authority (CSFA) was created in 1985 to finance educational facilities and working capital on behalf of school districts and community college districts. Since its inception, the Authority has developed a number of financing programs primarily focused on assisting non-profit borrowers, school districts and community colleges with meeting their facility and working capital needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            |                                                                |               |                     |  |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            |                                                                |               |                     |  |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS<br>Under the general direction of the Executive Director and the Supervisor II, and under close supervision by Supervisor I or Supervisor II, this position performs routine analytical duties for the California School Finance Authority's grant, loan, and financing programs; reviews applications for grants, loans, and financings, and determines eligibility per established statutory and regulatory requirements and prepares summary reports thereon for the Authority; provides technical review of grant/loan and financing documents to ensure that the interests of the State and investors are protected; and interfaces with the public and provides information regarding the program. This position will perform duties related to all the Authority's programs, as needed and directed by the Executive Director. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                            |                                                                |               |                     |  |
| % 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.                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                                                                            |                                                                |               |                     |  |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Analyze and interpret applications for grants, loans and financings from local educational agencies for program eligibility. Review agreements, contracts, invoices, etc. for eligibility confirmation, funding calculations, and assist with grant/loan award determinations. Implement underwriting criteria and standards when evaluating grant and loan applications. Draft written summaries on financings and/or awards to be included in recommendations to the Authority members for consideration and assist with presenting applications orally at public meetings, if warranted.                                |          |                                                                            |                                                                |               |                     |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Provide technical review of all application documents completed for the Authority; make content judgment on documents to ensure that the interests of the Authority and the State are clearly represented and that all financial calculations are accurate; develop findings and draft recommendations to be considered by the Executive Director and Authority management on applicants' compliance with the program underwriting criteria, and the creditworthiness of the applicants. Assist with coordinating the execution of program documents and the intercepting of program payments with various state agencies. |          |                                                                            |                                                                |               |                     |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Performs tasks related to the development and maintenance of databases and other processes necessary to record, monitor and report all grants/loans/financings provided to schools by the Authority, and determine and record all payments, defaults, late payments and penalties incurred by loan recipients. Provide support in the preparation for and monitoring of audits conducted on the Authority and coordinate with accounting staff to ensure the Authority's financial reports and Program balances are accurate.                                                                                              |          |                                                                            |                                                                |               |                     |  |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Coordinate with staff to create board agenda and assist with board meeting processes and documentation. Assist in the development of regulations, guidelines, procedures and policies and the application and monitoring                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                                                            |                                                                |               |                     |  |

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|                                                                                                                                                                                                                                                                                                                            | requirements as defined in state statute and regulations. Contribute to the development and maintenance of written procedures for program activities and assist in the development of any program reporting requirements.                                                                                                                                                                                                                                       |      |
| 10%                                                                                                                                                                                                                                                                                                                        | Participates in special projects as required by the Executive Director and Authority management. Participate in meetings, conferences, workshops, webinars and conference calls with various stakeholders, representing the Authority and the Authority's programs. Identify areas for management consideration on various topics that impact the Authority's functionality. Answer questions and inquiries from the public regarding the Authority's programs. |      |
| <b>SPECIAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <b>N/A</b>                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <b>To be reviewed and signed by the supervisor and employee:</b>                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <b>EMPLOYEE'S STATEMENT:</b>                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <ul style="list-style-type: none"><li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li></ul>                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| EMPLOYEE'S NAME (Print)                                                                                                                                                                                                                                                                                                    | EMPLOYEE'S SIGNATURE                                                                                                                                                                                                                                                                                                                                                                                                                                            | DATE |
|                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <b>SUPERVISOR'S STATEMENT:</b>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| <ul style="list-style-type: none"><li>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li><li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                  | SUPERVISOR'S SIGNATURE                                                                                                                                                                                                                                                                                                                                                                                                                                          | DATE |
|                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |