

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Centralized Treasury and Securities Management Division (CTSMD)					POSITION NUMBER (Agency-Unit-Class-Serial) 820-330-5157-003	Position ID 75
UNIT Item Processing					CLASSIFICATION TITLE Analyst I	
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes ☐ No ☒	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 Centralized Treasury and Securities Management Division (CTSMD) oversees all banking aspects of the Centralized Treasury System (CTS). The goal of the CTSMD is to maximize the earning of interest consistent with safe and prudent treasury management, and to ensure that the depository banks provide the state with proper and adequate security for the deposit of state monies. The State Treasurer maintains demand bank accounts with eight banks for the purpose of providing necessary statewide depository coverage for the remittance of funds collected by the various state agencies. The CTSMD manages the cash flow of all state funds, forecasts cash balances, revenue, expenditures and the amounts available for daily investments, ensures accurate and timely agency deposits, administers and executes the wire transfer of funds, reconciles state accounts with depository banks and redeems all state items submitted by presenting banks for payments. The Division is also responsible for executing the clearance and income collection for State investments (excluding the California Public Employees' Retirement System and the State Teachers' Retirement System) and securities pledged to the State, for the safekeeping of securities and other personal property owned by or pledged to the State.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Treasury Program Manager I, Item Processing Section, this position is highly responsible for processing forgery claims and resolving related issues. This position maintains records and spreadsheets to ensure audit trails; prepares written materials and organizes a schedule of claims to meet deadlines; performs technical duties related to reviewing, reconciling and processing adjustments and bank chargebacks; and analyzes data and completes daily and monthly verifications, reconciliations and reports.						
% 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.					
50%	Analyzes claims for forgery items and provides technical assistance to claimants for resolution. Provides technical consultation to banks, check cashing companies, state agencies and the general public regarding final claim resolution and reissuance of payment in a timely manner. Maintains a database for tracking forgery claims until closed. Processes chargebacks to banks. Acts as the primary liaison with the State Controller's Office on forgery items.					
25%	Performs daily problem solving and reporting of the Daily Bank Activity Summary (DBAS) and completes the final daily balancing of DBAS. Posts final totals to the daily recap and summary reports. Creates daily output files to be transmitted to state agencies.					
5%	Processes late "special" items from the State Controller's Office to replenish accounts for items not valid or cashed. Verifies balances on the final daily report. Must report accurate and timely information to the appropriate staff.					
5%	Assists in performing batch balancing and verifying of items. Processes return items to banks through analysis and adjustments.					
5%	Completes the monthly Bank Activity Report and transmits data to the appropriate state agency.					

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5%	Backup in processing protests for forgery items.	
5%	Performs other job-related duties as needed. Backup phone for OT when needed.	
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