

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Capital Programs and Climate Financing Authority (CPCFA)					POSITION NUMBER (Agency-Unit-Class-Serial) 345-002-4801-001	Position ID 5520
UNIT					CLASSIFICATION TITLE Supervisor II	
TIME BASE / TENURE Full Time/Permanent	CBID S01	WWG E	COI Yes ☒ No ☐	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 Since its creation in 1972, the Capital Programs and Climate Financing Authority (CPCFA) has been dedicated to helping businesses access capital for projects that support state and federal environmental and economic objectives. Initially focused on pollution control, CPCFA has evolved to include a broad range of programs that foster sustainable development, support small businesses, and revitalize communities. Founded as a conduit for raising capital for pollution control through tax-exempt bonds, CPCFA has since broadened its scope. In 1986, following the Tax Reform Act, CPCFA expanded its focus to include projects addressing climate change and other sustainability challenges.						
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 Deputy Executive Director, the Supervisor II functions as the manager in charge of bond and grant programs. The Supervisor II manages subordinate managers, professional analytical, and clerical staff in the implementation, administration, compliance, and reporting for CPCFA's conduit bond, California Investment and Innovation (Cal IIP) grant, and CalReUSE grant programs.						
% 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.					
20%	<p>Bond Program: The Supervisor II ensures that the responsibilities of CPCFA as a conduit bond issuer are accomplished; supervises and trains professional managers and staff performing analytical and administrative duties related to bond and note issuance and post issuance compliance for public and private taxable and tax-exempt bond, notes, and refinancings. In addition, the Supervisor II develops, implements, and coordinates subordinate programs within the conduit bond program including but not limited to the: Small Business Assistance Financing (SBAF) program; the rate reduction bond program; the industrial development bond program; and any new programs meeting CPCFA's goals.</p> <p>Serves as the subject matter expert regarding adherence to state, federal, and industry laws and regulations; reviews complex legal and financial documents for each transaction; develops and ensures adherence to policies and procedures; proposes policy recommendations for the conduit bond programs to executive management; negotiating and consulting with State agencies, private organizations, financing team members, and members of the financial community on program areas of responsibility; and develops and maintains relationships with other divisions and BCAs within the STO to accomplish program goals. Research industry standards and liaison with high level industry professionals including municipal advisors, underwriters, trustee providers, and bond counsel to ensure that CPCFA and STO policies and practices related to the conduit bond program meet or exceed industry standards.</p> <p>Develop and manage new bond financing programs by identifying policy and program issues; managing highly complex financial structures and tax issues; responding to legislative proposals that impact program areas; responding to complex and sensitive inquiries from the public, bondholders, the legislature, State agencies and members of the public finance community.</p>					

20%	Grant Programs: Responsible for providing support and supervision to subordinate managers and staff on the development, implementation, and ongoing administration of financing programs and compliance including but limited to: review of and adherence to legislation; procedures and state regulations; staff training; program applications; metrics for assessing program effectiveness and improving performance; reports to meet legislative requirements and/or requests. Provides technical, analytical, and training assistance to managers, staff, and program stakeholders; works with the program manager to develop and maintain feedback mechanisms (roundtables, surveys, etc.) for program stakeholders; and develops and maintains outreach to increase program usage. Works with the program manager to implement and administer reporting, grant award tracking, and grant award close out processes and procedures.
20%	Board Administration: Oversees and directs program and administrative managers and staff in the preparation of staff reports, resolutions, and any other documentation required to present program items to the board. Reviews all agenda packet contents including official minutes, staff reports, staff project summaries, attachments, and resolutions for accuracy and completeness for agenda finalization, and ensures that all staff adhere to various agency schedule posting deadlines. Manages staff and managers and/or directly provides analytical and technical program support to the CPCFA board members: the State Treasurer; the State Controller; and the Director of Finance (“the Board”) and the State Treasurer’s Office (“STO”), and works in strategic collaboration with the sibling boards, commissions, and authorities (“BCA’s”) chaired by the Treasurer.
20%	Personnel Administration – Supervises and trains subordinate managers on all aspects of personnel administration, various job duties, and special projects; responds to subordinate managers work-related questions and directs them to resolution; supervises subordinate manager on responses to the more complex questions from the public, management, Executive Office, Board, other state agencies, and stakeholders. Participates in recruitment functions including: application review; interviews; and reference checks. Provides regular feedback to subordinate managers and staff and follows all state processes and procedures regarding employee conduct and discipline. Preparation of probation and annual performance appraisal reports.
10%	Industry Knowledge: Develops, maintains, and applies a high level of expertise in energy and environmental issues and technologies, small business financing, and public finance matters such as financing techniques and principals, and risk assessment. Monitors and keeps the Executive Director and Deputy Executive Director informed of local, state, and federal legislation affecting CPCFA and sibling authorities
5%	Acts in the absence of the executive team
5%	Other duties as required to further CPCFA's mission, vision, values, and goals

SPECIAL REQUIREMENTS

Some travel is 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