

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Administration Division					POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4801-003		Position ID 27	
UNIT Business Services					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 The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.								
GENERAL STATEMENT								
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief of Management Services (Manager II), this position has full supervisory responsibility for the Business Services Office in support of the State Treasurer's Office (STO) and associated Boards, Commissions, and Authorities (BCAs). The incumbent is a member of the management team and spends the majority of time performing supervisory and management activities with direct influence over statewide and multi-departmental business services programs and operations.								
% 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%	Supervision of Business Services Staff and Operations Supervises, plans, organizes, and directs the day-to-day activities of Business Services staff; assigns and reviews workload, evaluates employee performance, and provides training, mentoring, and guidance. Supervises the review, approval, and development of policy for contracts and procedures, including monitoring and developing policy to implement small business (SB) and disabled veteran business enterprise (DVBE) participation goals. Supervises the purchase and maintenance of all equipment and supplies and the STO's property management tracking system, the coordination of departmental moves and renovations, and the writing of specifications for equipment, materials, and supplies. Authorizes expenditures within delegated limits for purchases, equipment repair, and alterations. Serves as the STO and BCAs' parking coordinator with the Department of General Services (DGS) and as primary emergency evacuation coordinator for the STO and BCAs. Manages and implements new policies and procedures for the telecommunications program. Builds and maintains cooperative working relationships with STO and BCA staff, DGS, vendors, other state agencies, and the public.							
25%	Program and Projects Analysis Analyzes the business services and operational needs of the STO and BCAs and manages resulting projects, monitoring progress to ensure timely completion. Identifies and resolves the most complex problems affecting Business Services operations, personally performing the most difficult and sensitive assignments. Develops, interprets, and implements new or revised policies affecting the section's programs.							
20%	Policy Development and Stakeholder Representation Develops, recommends, and implements departmental policies and procedures for business services affecting the STO and BCAs. Advises the Executive Office and management staff on statewide policy matters. Represents STO management before stakeholders, including committees, commissions, and other governing bodies, on business services matters.							
5%	Acts in the absence of the Manager II on matters relating to the Business Services section. Performs other duties as assigned.							
SPECIAL REQUIREMENTS								

This position requires the ability to lift up to 50lbs.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> 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