State Treasurer's Office

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Public Finance Division (PFD)					820-515-4223-003	169
UNIT					CLASSIFICATION TITLE	
General Obligation Financing Section					Associate Treasury Program Officer	
TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE	
Full Time/Permanent	R01	2	Yes ☐ No ☒	1		
LOCATION					INCUMBENT	EFFECTIVE DATE
Sacramento						

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 Public Finance Division (PFD) manages the sale and issuance of the State's revenue anticipation notes, general obligation, and revenue bonds; is the trustee and registrar for most state bonds and notes; and administers various state and federal requirements relating to the issuance of tax-exempt debt. The Division consists of four major sections: General Obligation Financing Section; Trustee Services Section; Conduit Financing and Investor Relations Section; and Lease Revenue and Financing Section.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Treasury Program Manager I or II, the incumbent provides technical and analytical support for various State financing programs administered by the Public Finance Division (PFD), coordinates with various State agencies, STO divisions and financial institutions, and provides support and assistance with work associated with bond sales and debt administration as required.

% 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.
40%	Reviews and analyzes legal documents associated with bond sales or debt administration to ensure that documents protect State interests and the bondholders while complying with municipal securities rules and regulations; attends meetings; and coordinates with members of the financing team to ensure a successful transaction. Records and maintains information in the PFD Debt Management System (DMS). Provides data and reports as requested related to debt administered by the PFD.
40%	Responsible for the coordination and record keeping of debt administered by the PFD. Administration of debt service payments, fees, notices, and reports associated with PFD managed debt. Coordinates on a continuous basis with STO divisions, state agencies, and services providers, such as paying agents, LOC banks, remarketing agents, dealers, counsels, financial advisors, and other entities to facilitate timely and accurate payments and report filings, to ensure compliance with agreements, and to monitor compliance with applicable federal tax and state laws.
10%	Provides technical support for other PFD programs as required.
10%	Performs other duties as required.

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**