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

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
California Tax Credit Allocation Committee (CTCAC)					342-001-5157-XXX	
UNIT					CLASSIFICATION TITLE	
Development Section					Analyst I	
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 California Tax Credit Allocation Committee (CTCAC) was established first by gubernatorial proclamation in February 1987, and later by enactment of law in 1987. The Committee administers the federal Low Income Housing Tax Credit program authorized by Congress in 1986 to encourage the production of affordable rental housing. The Committee also oversees the State Tax Credit program which works in tandem with the federal program.

GENERAL STATEMENT

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

Under the supervision of Supervisor I, with CTCAC Development Section; the incumbent performs less complex analysis on tax law and policy review, financial analysis of applications for Low-Income Housing Tax Credits (LIHTCs), and other related analytical duties.

% 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%	Assess tax credit applications and application-related documents for the development of affordable rental housing projects to determine eligibility under Section 42 of the Internal Revenue Code (IRC) and state LIHTCs; analyze and assess to determine housing need and demand, financial feasibility, and long-term viability of said projects based on CTCAC requirements. Verify and evaluate information presented by the applicant about the sources and uses of funds for development of the project; calculate the gap in available funding for each project to determine the amount of low-income housing tax credits which may be allocated. Prepare forms and documents related to tax credit allocations.
35%	Evaluate projects as set forth in the Qualified Allocation Plan (QAP). Prepare a staff evaluation of project financial feasibility at stages of project development; review projected 15-year cash flows. Employ basic computer modeling techniques in evaluation various project data. Recommend appropriate conditions to ensure project viability. Track projects throughout the development period. Review documentation submitted by project owners to ensure CTCAC allocation requirements and federal and state code requirements are met.
10%	Assist in providing technical and consultative assistance to members of the development team and others interested in the LIHTC program. Assistance includes telephone calls, written communication, and meetings.
10%	Track and maintain data and prepare spreadsheets as requested by the Allocation Unit Supervisors. Research and analyze data and project information and prepare written and oral reports for the Allocation Unit Supervisors, staff and project applicants.
5%	Conduct various administrative duties necessary in the daily operation of the Committee.
5%	Assist with the processing of public and statistical information requests; and perform other job-related duties.

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**