

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA CA School Financing Authority					POSITION NUMBER (Agency-Unit-Class-Serial) 298-004-5393-005	Position ID 2010
UNIT					CLASSIFICATION TITLE Associate Governmental Program Analyst	
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	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.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The California School Finance Authority (CSFA) was created in 1985 to finance educational facilities and working capital on behalf of school districts and community college districts. Since its inception, the Authority has developed a number of financing programs primarily focused on assisting non-profit borrowers, school districts and community colleges with meeting their facility and working capital needs.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager II and the Sacramento Staff Services Manager I, this position performs analytical duties on complex financing programs, reviews applications for financing, and determines eligibility per established statutory and regulatory requirements and prepares summary reports thereon for the Executive Director and the Authority.						
% 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.					
30%	Provides primary staff support to the Charter School Facilities Program (CSFP) and California Student Housing Revolving Loan Fund (CaSH RLF) Program by analyzing and interpreting applications for financing from a variety of projects for community college districts, school districts, and charter schools, including identifying the project type, use of funds, sources of revenue and other matching funds, reviewing historical and pro forma financial statements and projected debt service coverage; and preparing written summaries on organizational and financial soundness to be included in recommendations to the Authority members for consideration. Presents application and financial soundness findings orally at public meetings, if needed. Oversees the development of program agreements and loan schedules to program recipients. Monitors awardees for program compliance.					
30%	Provides technical support on all other programs administered by the Authority; reviews program documents required for each of the Authority's programs for completeness and eligibility; reviews documentation submitted by applicants to determine grant amounts; assists with board packets and other items for board review and consideration; and other program duties as deemed necessary.					
20%	Assists with the development of regulations; coordinates with the State Allocation Board and other stakeholders in developing program applications and monitoring requirements as defined in the regulations.					
10%	Assists in the development and maintenance of program processes necessary to record, monitor and report all funding provided by the Authority.					
5%	Completes special projects as required by the Executive Director involving existing or proposed financings and prepares reports thereon; represents the Authority at various seminars and conferences to promote Authority services.					
5%	Develops and maintains written procedures for program activities and assists with the development of marketing materials. Performs other job-related duties as required.					

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