

CALIFORNIA STATE TREASURER'S OFFICE  
POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA CA Pollution Control Financing Authority				POSITION NUMBER (Agency-Unit-Class-Serial) 345-002-4800-007		Position ID 5519
UNIT				CLASSIFICATION TITLE Staff Services Manager I (Specialist)		
TIME BASE / TENURE Full Time/Permanent	CBID S01	WWG E48	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 2	WORKING TITLE	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The California Pollution Control Financing Authority was established by law in 1972 to approve and issue tax-exempt and taxable bonds to provide funds for private businesses seeking to purchase and install pollution control and reduction equipment processes. CPCFA can issue bonds to finance projects which help abate, eliminate, prevent, control or reduce any form of pollution of the earth, air or water, solid or liquid waste disposal. Types of projects, which may qualify for financing, include: curbside collection facilities, recycling facilities, composting facilities, materials recovery facilities, transfer stations, landfills and waste-to-energy facilities. The projects can involve construction of a new facility, expansion of an existing facility, rehabilitation or replacement of all or part of an existing facility, or acquisition or installation of new equipment.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager II (SSMII) for the California Pollution Control Financing Authority (CPCFA), Bonds & Grants Programs, the Staff Services Manager I (SSM I) Specialist serves as a non-supervisory staff specialist managing, administering, and coordinating audits, compliance, disclosure, legislative, regulatory, reporting, and training responsibilities in relation to CPCFA's bond program.						
<b>% of time performing duties</b>	<b>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.</b>					
20%	Audits: Responsible for all aspects of the bond program's "SB 99" annual audit including, but not limited to, all aspects of the request for proposals process to engage an independent auditor; evaluation documentation; contract management; coordination with the independent auditor and various stakeholders for audit completion; research, analysis, and solutions for any data discrepancies; and final distribution of audit results.  Trustee audits - confirming and communicating with various trustee banks on the transactions to ensure the accuracy of the tracking of outstanding debt and reconciliation against the internal Automated Bond Support (ABS) system, CPCFA's database of record.  IRS bond audits, including notification to, conferring, and coordinating with bond counsel to ensure prompt response to the IRS and stakeholders, and successful resolution.					
20%	Compliance: Coordinate, inform, and provide guidance to and with the Bond program SSMI and the Bonds & Grants SSMII to ensure Bond Program compliance with all state and federal regulatory and legislative requirements to maintain, if applicable, tax-exempt status. Provide guidance to bond staff and managers on form 8038, 8038-G, and 8038-GC applicability. Post transaction closing data entry and review. Review, processing, and routing of annual/semi-annual post issuance compliance certifications. Oversight and management of volume cap limit and carryforward tracking and coordination with CDLAC for status; ensuring approval of bond issuance by Board Chair; tracking of bond fees; records retention requirements; responding to					

	IRS inquiries; and any other compliance directives required by the IRS remaining in compliance as a tax-exempt bond issuer.
20%	Disclosure: Oversight, tracking, and management of disclosure requirements as prescribed by the various state, federal, and independent regulatory entities using various resources including EMMA, GASB, bond documents, and the credit agencies (Fitch, Moody's, and S&P). Monitoring and reporting of material events for agency awareness and compliance with Rule 15c2-12. Insuring dissemination using the various tools and reporting platforms employed in meeting disclosure requirements including CPCFA's STO and cpcfabonds.com websites.
20%	Reporting: Responsible for the research, drafting, routing, and disbursement of quarterly, monthly, and annual reporting, including: bond program allocation survey, Continuing Disclosure Report, CDIAC ADTR, CDLAC Allocation Demand Survey, CDLAC Compliance Certification; SCO Financial Transaction Report, Annual Report to the Legislature, any future reports required by a regulatory and/or legislative body, ad hoc reports requested by the Executive Office, the Board or its members, the legislature, or any other stakeholder.
10%	Industry, Legislative, & Regulatory: Cultivates, maintains, and applies a high level of expertise regarding Public Finance and related industries (e.g.: such as financing techniques and principals, and risk to compliance and reporting.) Monitors and keeps the Executive Director and Bond Management Team informed of local, state, and federal legislation or regulations affecting CPCFA and/or the Public Finance industry and coordinates with the Executive and Bond Management Team to form CPCFA compliance, disclosure, and reporting policy.
5%	Staff Education & Training: Create, draft, and implement all procedures related to compliance and reporting incorporating best practices. Provide resources for bond program staff for public finance industry compliance, disclosure, and reporting learning opportunities. Attends trainings, seminars, conventions, etc. to remain informed regarding municipal compliance and reporting.
5%	Other duties as required in support of CPCFA's mission, goals, and objectives.

**SPECIAL REQUIREMENTS**

**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
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**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
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