

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Executive Office				POSITION NUMBER (Agency-Unit-Class-Serial) 820-120-7500-001		Position ID 11
UNIT Executive Office				CLASSIFICATION TITLE Career Executive Assignment		
TIME BASE / TENURE Full Time	CBID E	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE Director of Legislation	
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 Executive Office of the State Treasurer's Office formulates and develops policy and acts in an advisory capacity to the State Treasurer. The executive staff consists of Deputy Treasurers, Public Information Office, Legislative Coordinator, Legal Counsel and the heads of the following divisions.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the State Treasurer, the Director of Legislative Affairs develops and manages the department's State and Federal legislative programs. As principal legislative advocate, the incumbent represents the State Treasurer's Office and its Boards, Commissions and Authorities (Financing Authorities) with Legislators, legislative committees, state agencies, the Governor's Office, Congress and the media; advises the State Treasurer on State and Federal legislative matters; makes final policy recommendations to the State Treasurer and testifies on behalf of the State Treasurer before legislative committees. As a senior member of the State Treasurer's management team, this position is directly responsible for the development and implementation of the Agencies' policies which are incorporated in its legislative programs.						
% 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%	Directs the State Treasurer's and Financing Authorities Federal and State legislative programs; monitors State and Federal legislative proposals impacting the State Treasurer's Office and Financing Authorities services and programs; develops the Agencies legislative agendas; serves as the legislative liaison for the State Treasurer and the Executive Directors; identifies the need for legislation; determines alternatives; develops recommendations concerning potential legislative proposals; drafts legislative language; secures legislative authors; establishes and implements extensive policies and procedures for the review and influence of State and Federal legislation impacting the State Treasurer's Office and the Financing Authorities; testifies before legislative committees on behalf of the State Treasurer and Executive Directors; organizes administration support; and accepts or rejects proposed amendments as they arise.					
20%	Manages the Legislative Program which reviews and analyzes approximately 300-400 bills annually affecting management of State banking, bond sales and investments and recommends the administration's position to the Legislature; counsels legislators regarding the financial and fiscal policies of State government; negotiates amendments to make legislation acceptable to the department and administration; analyzes and coordinates analysis of legislation passed by the Legislature and sent to the Governor.					
15%	Identifies strategies and formulates policy positions on major agency issues impacting the legislative program; sets policy priorities and resolves policy issues related to the Legislative program; as a member of the Executive Staff, establishes and implements comprehensive policies and procedures.					

10%	Responds to questions from the media, Legislature, Congress and other public and private entities concerning legislative issues; furnishes the Governor’s Office with all pertinent financial data and opinions on legislation, both existing and pending.
5%	Testifies before Congress on any pending or STO sponsored Federal legislation and its impact on California and the State’s budget.

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
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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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