

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Executive Office				POSITION NUMBER (Agency-Unit-Class-Serial) 820-100-7500-002		Position ID 327
UNIT Executive Office				CLASSIFICATION TITLE CEA A		
TIME BASE / TENURE Full Time	CBID MO 1	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE Enterprise Risk and Compliance Officer	
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 The Enterprise Risk and Compliance Officer (ERCO) will report directly to the Chief Deputy Treasurer, both functionally and administratively and will be responsible for the development of a governance risk management strategy to identify, evaluate, mitigate, and monitor the State Treasurer's Office's (STO) operational and strategic risk and risk management tools, practices, and policies. The duties of the ERCO include:						
% 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%	Develop a risk management strategy, policies, procedures, and tools; monitor and report risk, as well as oversee the enterprise-wide risk assessment process. Support the STO, and the Boards, Commissions, and Authorities (BCA) under its purview, by evaluating enterprise risk, developing risk mitigation plans, tracking compliance with regulations and laws, coordinating with control agencies and the Legislature on all externally performed audits and addressing areas with compliance deficiencies. Define appropriate role of risk management in the organization. Advise leadership on risk management activities and best practices. Determine and implement a ERCO Infrastructure. Integrate Risk management with strategic management goals and processes. Extensive communication and collaboration with executives and directors is required with respect to complex technical administrative matters related to program controls and activities.					
30%	Establish a risk framework that identifies, analyzes, evaluates, treats, monitors, and reviews, along with a risk mitigation strategy that will result in a better risk aggregation process across the organization. Implement procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting, and correcting noncompliance with applicable rules and regulations. Help the STO deal with the regulatory and legislative changes that occur frequently in its oversight areas.					
30%	Provide expertise and coaching to management with functions such as identifying risks at the enterprise and division level, developing risk mitigation plans, following up on the outstanding audit findings, and performing evaluation of controls. Additionally, the ERCO will facilitate discussions and development of risk management, collect information, and prepare documents to support management.					
10%	ERCO will work in coordination with the STO's Information Security Office to ensure that the organization meets the information security requirements.					
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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