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| **CALIFORNIA STATE TREASURER’S OFFICE** | X | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
|  |  |
| **DIVISION OR BCA** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **Position ID** |
| California Health Facilities Financing Authority (CHFFA) |  324-001-515-XXX | 3502 |
| **UNIT** | **CLASSIFICATION TITLE** |
|  | Staff Services Analyst |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** | **MCR** | **WORKING TITLE** |
| P/FT | R01 | 2 | Yes [ ]  No [ ]  | 1 | Staff Services Analyst |
| **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. |
| **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 Health Facilities Financing Authority was established by law to issue revenue bonds to assist qualified private nonprofit corporations or associations, counties and hospital districts to finance or refinance the acquisition, construction or remodeling of health facilities and specified clinics.  |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the general direction of the Executive Director, Deputy Executive Director, or the Staff Services Manager II and the Staff Services Manager I the incumbent administers, develops, and implements various programs, policies, and operating procedures of the California Health Facilities Financing Authority (CHFFA or the Authority) and the California Educational Facilities Authority (CEFA or together with CHFFA, the Authorities). |
| **% 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.** |
| 25% | Serve as analyst on CHFFA’s bond and loan financing programs; analyze applications from a variety of non-profit, public health facilities; perform complex analyses and financial calculations of borrowers’ audited financial statements to determine financial viability; advise management of potentially sensitive or controversial issues, including solutions and recommendations; prepare recommendations and written summaries of financing to be presented for consideration to the CHFFA board members at public meetings; assist in the pricing of the bonds; coordinate with various parties to close the bond or loan transactions. |
| 25% | Serve as analyst on CEFA’s bond and loan financing programs; analyze applications from a variety of colleges and universities; perform complex analyses and financial calculations of borrowers’ audited financial statements to determine financial viability; advise management of potentially sensitive or controversial issues, including solutions and recommendations; score applications as required; prepare recommendations and written summaries of financing to be presented for consideration to the CEFA board members at public meetings; assist in the pricing of the bonds; coordinate with various parties to close the bond or loan transactions. |
| 15% | Analyze, score and interpret a variety of CHFFA applications for grant funding; evaluate project readiness and feasibility; advise management of potentially sensitive or controversial issues, including solutions and recommendations; prepare recommendations and written summaries applications to be presented for consideration to the CHFFA board members at public meetings. Monitor project completion; perform site visits to grant projects; provide technical assistance to grantees; and prepare status report updates to management. |
| 15% | Assist in special projects as required by management involving existing or proposed financings and prepare reports to the State Treasurer's Office, Legislature, National Association of Health and Educational Facilities Financing Authorities and/or numerous public and private entities and individuals. Assist with the development of new financing programs. |
| 10% | Provide technical review of all bond documents required for bond financing program issued through the Authorities; make content judgment on documents to ensure that the interests of the Authorities and the State are clearly represented and that all financial calculations are accurate; advise management on the structure of each financing. Monitor the required public hearing process for certain Authority bond issues; obtain necessary documentation from Bond Counsel and required signatures from the State Treasurer. |
| 5% | Provide technical information and assistance to potential borrowers, bond investors, other governmental agencies, and/or the public on the functions of the Authorities and the types financing programs available, procedures and requirements for utilizing the services of the Authorities, and processes for the Authorities’ bonds, loans, and grant programs. Perform complex analyses of financially troubled facilities with outstanding debt and make recommendations for improvement to management. Develop and update written procedures of the Authorities’ various programs’ activity and portfolios. |
| 5% | Conduct and perform various administrative and analytical duties that are necessary for the daily operation and overall support of CEFA and CHFFA. |
| **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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