

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA California Debt and Investment Advisory Commission (CDIAC)				POSITION NUMBER (Agency-Unit-Class-Serial) 318-001-5157-XXX		Position ID
UNIT				CLASSIFICATION TITLE Staff Services Analyst		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Staff Services Analyst	
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 Debt Advisory Commission was established by statute in 1981. The Commission is the State's clearinghouse for information on public debt issuance. The Commission collects and analyzes information on the issuance of tax-exempt debt and provides technical assistance and analysis of policy issues concerning public debt and investments.						
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 I, this position performs the following duties with minimal direction:						
% 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.					
60%	Under guidance analyzes, inputs and audits proposed and final debt issuance reports filed with the Commission before and after issuance; assists in monitoring the progress of proposed and sold debt throughout the process; reviews and evaluates proposed and final debt issuance reports to ensure the accuracy and consistency with the Commission's database; determines if issuance and annual reporting requirements have been met; analyzes, inputs and audits annual reports on debt issued and outstanding to ensure accuracy and consistency with the Commission's database including, but not limited to, the Marks-Roos, Mello-Roos and Annual Debt Transparency Report; assists in the development of automated and manually created spreadsheets for analysis of debt information including summaries of annual issuances; assists in the research and analysis of annual report information prior to entry into the Commission's database for accuracy and consistency; retrieves data from the Commission's database for routine use; uses external sources to gather data concerning state and local debt issuance data; reviews input and output documents and reports for discrepancies and resolves through routine contacts with filers; maintains standards for input, analysis and auditing of debt data; assists in reviewing complex legal documents associated with the sale of debt to ensure accuracy of the reports filed with the Commission; under general direction reconciles reported data with statements in legal documents; assists in the review of end of year or fiscal year reports that are generated by the Commission's report database and posted online.					
15%	Assists in the preparation, editing, and updating of CDIAC documents, publications and statistical reports; contributes to the Unit's preparation of the calendar of debt issues; assists in providing data for articles for the monthly DEBTLINE newsletter; assists constituents with onboarding and use of CDIAC's online report submittal user interface (the Data Portal); assists in the development and maintenance of operating procedure manuals in according to CDIAC's statute and regulations; provides statistical data related to debt issuance; assists in the collection, review, analysis and verification of data for use in the Commission's mandated annual reports.					

15%	Assists in the assessment of CDIAC reporting fees. Under direction and guidance, assist with reconciling the accounts receivable of outstanding fee invoices. Monitor payments received by Commission, and record data for both check and electronic payments in database. Produce and distribute regular periodic follow-up inquiries for unpaid fees. Maintain data reports to assess and evaluate fees collected and/or fees outstanding by month, year, fiscal year, etc.
5%	Prepares correspondence, issues memos and conducts research in response to technical assistance requests from Commission members, members of the Legislature, and representatives of the public and private sectors concerning financings; assists in the research and preparation of ad hoc reports as directed by management; responds independently to questions concerning CDIAC's programs, policies, debt issuance and the characteristics of different types of financing instruments both orally and in writing.
5%	Other programmatic or administrative 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
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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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