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| **CALIFORNIA STATE TREASURER’S OFFICE** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **DIVISION OR BCA** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **Position ID** |
| California Debt Limit Allocation Committee (CDLAC) | 343-001-5361-XXX | 5001 |
| **UNIT** | **CLASSIFICATION TITLE** |
|  | Administrative Assistant I |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** | **MCR** | **WORKING TITLE** |
| P/FT | R01 | 2 | Yes [ ]  No [ ]  | 1 | Administrative Assistant I |
| **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 Debt Limit Allocation Committee was established July 19, 1984, by the Governor's Executive Proclamation in response to the Federal Tax Reform Act of 1984. The Committee oversees California's system for allocation of the State's private activity bond limit. This limit was set by the U.S. Congress and applies to most projects financed with industrial development bonds. The Committee computes the annual limit in accordance with federal law and provides allocations to cities, counties, state agencies and local development authorities, among others. The Committee also maintains records on the use of private activity bond allocations throughout the State. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the general direction of the Executive Director and guidance of Staff Services Manager II of the CA Debt Limit Allocation Committee (CDLAC) at the State Treasurer’s Office (STO), the position provides administrative support to the Executive Director and provides leadership to the CDLAC and California Tax Credit Allocation Committee (CTCAC) clerical staff. |
| **% 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.** |
| 40% | Assists the Executive Director and Management team with scheduling and coordinating events, as well as preparing travel requests and itineraries for events such as speaking engagements, stakeholder meetings, and conferences. Also, prepares travel reimbursement claims and other related travel documents. Arranges and processes travel and expense reports for the CDLAC/CTCAC team. Studies and reviews the activities of the departmental programs to determine conformance with administrative policy and develops criteria for evaluating the effectiveness of departmental programs. Research and compiles information from events attended by staff. Collaborates with other agencies, groups, and individuals in connection with the coordination of office events and activities, including the Executive Office of State Treasurer and California Housing Finance Agency. Reconcile monthly budgetary reports for accuracy. Assist with establishing Annual Budgets for CDLAC/CTCAC and Coordinate corrections, if necessary, with STO Accounting. |
| 25% | Develop layout (grid) and typography for publications, brochures, and other marketing materials in analog and digital. Coordinate with CDLAC/CTCAC team to obtain facts and figures to review/validate information and provide insight to stakeholder needs to develop public-facing and internal materials, reports and presentations. Create PowerPoint presentations for presentations at conferences and for the CDLAC/CTCAC Executive Director, as needed. Study proposed legislation and ascertain the impacts on CDLAC/CTCAC. Keep CDLAC/CTCAC staff aware of proposed legislation and determine if CDLAC/CTCAC should be requesting amendments or modifications to proposed or existing legislation.  |
| 20% | Review the more complex and sensitive PRA requests and other inquiries from Applicants, Developers and the general public. Inform interested members of the public about the Committee’s programs, policies, and procedures by responding to requests for sensitive and timely information. Prepare concise and thorough correspondence, including the Legal Status Memo for every Committee Meeting, Excel spreadsheets, and other supporting documentation on requests for consideration by the Executive Director and STO Legal office. Coordinate the preparation of PRA requests and the approval process. |
| 10% | Provide secretarial and office management support as follows: • Arranging meetings, scheduling appointments via Outlook Calendar • Opening and distributing mail, including routing mail to the appropriate staff or authority for signature(s)• Ordering Supplies via FI$Cal or STO’s IT Department• Acts as Committee Secretary at the public meetings; calls roll and calls members to confirm a quorum. • Sending out mass email notifications to CDLAC/CTCAC subscribers• Answering phone calls• Reviewing monthly timesheets for completeness and adequate leave balance. |
| 5% | Other job-related 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** |
|  |  |  |
| **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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