



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (IBANK)

POSITION DUTY STATEMENT

Classification Title Career Executive Assignment (C.E.A.) Level B	Unit Climate Catalyst	Name
Deputy Director of Climate Finance	Position Number 373-105-7500-005	Effective Date

GENERAL STATEMENT

Under the general direction of the Executive Director, the Deputy Director of Climate Finance is responsible for managing all Climate Catalyst Revolving Loan Fund (CCRLF) Program credit underwriting and related servicing activities; managing the development of the structure, guidance, policy formulation, procedures, and direction; successful implementation of IBank’s financing and programmatic activities; and marketing the CCRLF and its programs for the California Infrastructure and Economic Development Bank (IBank) within the Governor’s Office of Business and Economic Development (GO-Biz). The CCRLF provides direct loans, loan participations and credit enhancements to private borrowers, small businesses, and state and local governmental entities. The incumbent’s duties are detailed further below.

As a valued member of the IBank team, you make it possible for IBank to contribute to the State’s economic development and job creation efforts by being innovative and flexible, reporting to work as scheduled, working cooperatively with team members and others, treating others fairly and honestly, and accepting IBank core values of respect, trust, integrity, collaboration and accountability. Your efforts are important to each member of the team, as well as those we serve.

The mission of IBank is to finance public infrastructure, private development, and economic expansion, help businesses create and retain jobs and encourage investment into low-to moderate-income communities to promote economic growth, revitalize communities, mitigate climate change and enhance the quality of life throughout California. IBank has broad authority to issue tax-exempt and taxable revenue bonds, make loans, provide credit enhancements, and issue small business loans and loan guarantees to leverage state, federal, local and other funds. IBank is governed by a five-member board of directors (Board) that consists of the Director of the Governor’s Office of Business and Economic Development (GO-Biz), the Director of the Department of Finance, the State Treasurer’s Office, the Secretary of the Transportation Agency and an appointee of the Governor. The business and affairs of IBank are directed by the Executive Director who is appointed by the Governor, subject to Senate confirmation.

ESSENTIAL FUNCTIONS	
35%	Manage, organize, lead, and direct all activities and aspects of the new Climate Catalyst Revolving Loan Fund (CCRLF) Program. Respond to inquiries regarding the CCRLF Program and other IBank financing programs from stakeholders. Supervise and direct all aspects of the loan application review process, underwriting/credit and financial analysis, processing of each CCRLF loan request and preparation of staff (credit and other) reports presented to the IBank Board of Directors for the CCRLF Program. Develop and maintain a high level of expertise of commercial and small business lending, and municipal financings. Develop and maintain annual workplans and meet loan deployment goals. Respond to sensitive and or difficult inquiries from stakeholders regarding guidelines, polices, procedures, directives, and business processes of the CCRLF Program. Prepare required annual reports for the Governor’s Office, Legislature, GO-Biz, and other required stakeholders. Develop CCRLF policies, procedures, directives, business processes for approval by the Executive Director, Executive Committee, and/or the IBank Board. Supervise CCRLF staff in their activities, which includes loan origination, credit underwriting, and review. In coordination with IBank’s Legal and Loan Servicing Units, responsible for the preparation and execution of loan agreements and other required credit documents, and for the processing and approval of loan disbursements..
20%	Direct IBank’s technical assistance efforts with respect to CCRLF Program; and direct all aspects of more complex credit transactions that typically have multiple funding sources and numerous construction contracts. Responsible for supervising and directing all aspects of amendments to CCRLF loans, including the preparation of staff reports/credit memorandums; annual surveillance activities of CCRLF Program borrowers, including the analysis of annual financial statements to determine if there are changes in financial conditions and to determine compliance with loan covenants. Provide direction and oversight for the preparation of annual reports. Coordinate with IBank’s Fiscal Unit to manage CCRLF Program funds and the disbursement process with the Serving Unit to ensure funds are distributed accurately and timely to the borrower. Oversee and review the preparation of CCRLF disbursements with the Loan Servicing Unit.
20%	Directs and/or supervise, monitor, and evaluate the work product and performance of CCRLF staff; coordinate and manage workflow; develop duty statements; conduct hiring interviews and written periodic evaluations; serve on interview and examination panels; ensure adequate and appropriate documentation and record keeping of staff; and develop and implement training as needed, including the preparation of individual development plans and annual performance evaluations.
15%	Assists in analyzing legislation that may impact IBank and the CCRLF Program, and ensure appropriate annual reporting to management, the Legislature and other stakeholders are prepared and forwarded in a timely and accurate manner. Prepare Budget Change Proposals, Finance Letters and other management reports. Provide technical information and assistance to staff related to the various financing programs, management activities and special projects as assigned.
10%	Represent IBank at meetings, public forums, workshops, presentations and conferences, and serve as representative of IBank to the public, overseeing the marketing of IBank programs, specifically the CCRLF Program to financial intermediaries, industry associations and interested public and private entities

SUPERVISION EXERCISED

The Deputy Director of Climate Finance will supervise and direct all aspects of the review of loan process and preparation of staff reports.

SUPERVISION RECEIVED

This position receives general direction and supervision from the IBank Executive Director. This position has very broad latitude in planning, organizing, and accomplishing work independently.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with executive, administrative, compliance, project management, economic development, marketing and communication staff at IBank, GO-Biz, the Administration, the Department of General Services, State Treasurer's Office, the Department of Finance, financial development corporations, economic development organizations, financial institutions, borrowers, local and state government staff and elected officials and public finance professionals, external auditors and others.

INITIATIVE AND INDEPENDENCE OF ACTION

This position requires a high degree of administrative, technical and management capability over extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations

CONSEQUENCE OF ERROR

The Deputy Director of Climate Finance must have effective administration and oversight of the CCRLF Program that are critical to IBank's climate finance goals and to its mission in general. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations, have the ability to set and manage projects, develop policy for all programs and ensure compliance with regulatory standards. The incumbent is relied upon to identify and resolve problems and issues that adversely affect the efficiency, effectiveness and fiscal integrity of the IBank CCRLF Program and IBank generally. Any errors or delays in actions may reflect badly and cause embarrassment to the State of California, GO-Biz, IBank and the Administration, and may also lead to potential lawsuits or regulatory action by agencies that oversee climate-related or municipal finance transactions. The position has a high level of fiduciary responsibility for a high-profile financing program that has issued bonds in the public capital markets.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

Deputy Director for Climate Finance	Date
Employee's Printed Name:	

Supervisor's Signature:

Executive Director California Infrastructure and Economic Development Bank	Date
Supervisor's Printed Name:	