

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Centralized Treasury and Cash Management Division				POSITION NUMBER (Agency-Unit-Class-Serial) 820-330-5157-		Position ID 235
UNIT Item Processing				CLASSIFICATION TITLE Staff Services Analyst		
TIME BASE / TENURE Full Time/ Permanent	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Centralized Treasury and Securities Management Division (CTSMD) oversees all banking aspects of the Centralized Treasury System (CTS). The goal of the CTSMD is to maximize the earning of interest consistent with safe and prudent treasury management, and to ensure that the depository banks provide the state with proper and adequate security for the deposit of state monies. The State Treasurer maintains demand bank accounts with eight banks for the purpose of providing necessary statewide depository coverage for the remittance of funds collected by the various state agencies. The CTSMD manages the cash flow of all state funds, forecasts cash balances, revenue, expenditures and the amounts available for daily investments, ensures accurate and timely agency deposits, administers and executes the wire transfer of funds, reconciles state accounts with depository banks and redeems all state items submitted by presenting banks for payments. The Division is also responsible for executing the clearance and income collection for State investments (excluding the California Public Employees' Retirement System and the State Teachers' Retirement System) and securities pledged to the State, for the safekeeping of securities and other personal property owned by or pledged to the State.						
<b>GENERAL STATEMENT</b>						
Under the general direction of the Treasury Program Manager II, Item Processing Section, the incumbent performs highly analytical and complex technical tasks in support of the Section.						
<b>% of time performing duties</b>	<b>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.</b>					
30%	Acts as a system administrator for the FIS software used by outside agencies to view Paid checks and warrants. Provides training and services to agencies using Agency Paid Application. Maintains a database of current administrators and users IDs. Provide input that establishes the criteria for the external users. First point of contact for customers to troubleshoot and resolve issues with the Agency Paid application statewide.					
25%	Acts as a system administrator for FIS Core systems. Troubleshoots and resolves issues with the system applications. Maintains communications with corresponding banks, state agencies, and Information Technology Division regarding Image Cash Letter files and Image Cash Letter Return files. Performs as lead analyst and assists other staff in tasks related to these systems.					
15%	Responsible as lead over Fi\$Cal functions and is the Fi\$Cal liaison on behalf of the State Treasurer's Office/Item Processing Section; first point of contact for Fi\$Cal related functions and must create, test, and send Fi\$Cal files as needed.					
10%	Responsible for preparing, reviewing, tracking and amending contracts for over \$1.6 million in annual reimbursements between Item Processing and other state agencies. These include interagency agreements with the Department of Health Services, Department of Social Services, State Controller's Office, Employment Development Department and others. The services related to the contracts include processing items for					

	payment, handling returns, processing forgery items, archiving images and providing daily and monthly reports for items processed.
10%	Provides financial reports, memos, and consulting to outside agencies, banks, and the public regarding reconciling Treasury Accounts. Provides financial reports to the California State Auditors for Cash Accountability. Is responsible for importing daily positive payment files. Delivers paid and non-paid files to FI\$Cal and other agencies per Interagency Agreements. Prepares and provides the Outstanding Suspense File report to management ensuring all outstanding items are resolved in a timely manner.
5%	Provided input for highly complex research-oriented projects as assigned by management and makes appropriate recommendations for alternative methods. Evaluates and implements procedural changes in the section. Makes recommendations to management on projects and complex problems.
5%	Backs up staff as needed in providing daily input files and final files to agencies for balancing and reporting functions. Performs other duties as needed.

**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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