

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA California Health Facilities Financing Authority (CHFFA)				POSITION NUMBER (Agency-Unit-Class-Serial) 324-002-4801-001		Position ID 3517
UNIT Grants				CLASSIFICATION TITLE Staff Services Manager II (Sup)		
TIME BASE / TENURE Permanent/ Full Time	CBID S01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 2	WORKING TITLE	
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 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. Its mission is to help eligible and creditworthy non-profit and public health facilities reduce their cost of capital, and promote important California health access, healthcare improvement and cost containment objectives by providing cost-effective tax-exempt bond, low-cost loan, and direct grant programs.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Executive Director (ED) and Deputy Executive Director (DED) of the California Health Facilities Financing Authority (CHFFA), together or individually, the Staff Services Manager II (SSM II) functions as the manager in charge of all functions of the CHFFA grant programs. The position oversees the daily operation of all of CHFFA's grant programs and is responsible for the continued development of new grant programs designed to further CHFFA's mission.						
% 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.					
35%	Plans, organizes, administers, directs, and oversees the more complex operations of the Children's Hospital Programs of 2004, 2008, and 2018 (CHP). Responsible for the direct supervision of an SSM I (Supervisory). Exercises independent judgement and acts as the technical expert by providing expert assistance to CHFFA's clientele on eligible projects and their ability to apply for grant funding. Monitors and amends regulations, policy and procedural processes as needed. Through subordinate staff, coordinates and oversees the review of evaluation criteria, grant agreements, funding requests, site visits and certification forms and the review and disposition of grant applications. Provides oversight and direction on the development of program cash flow projections and reports this information to the Department of Finance to obtain authorizations to issue commercial paper and general obligation bonds and reviews their associated tax certificates as well as reconciliations of commercial paper and general obligation bond issuances. Provides subject matter expertise on commercial paper and general obligation bonds.					
20%	Plans, organizes, administers, directs, and oversees the more complex operations of the Investment in Mental Health Wellness (IMHW) Grant Program, the IMHW Grant Program for Children and Youth, the Community Services Infrastructure (CSI) Grant Program and the Specialty Dental Clinic Grant Program (Dental). Responsible for the direct supervision of an SSM I (Supervisory). Exercises independent judgement and acts as the technical expert by providing expert assistance to CHFFA's clientele on eligible projects and their ability to apply for grant funding. Monitors and amends regulations, policy and procedural processes as needed. Through subordinate staff, provides oversight, supervision, and guidance on the application of highly complex program regulations, policies, and reviewing evaluation criteria, grant agreements, funding request forms, site visits, and various					

	certification forms and the review and disposition of grant applications. Provides oversight and direction for program cash flow projections and reports this information to the Department of Finance.
20%	Coordinates, plans, organizes, directs, oversees, and assists in determining work priorities as they relate to special programs/ projects, including the development, staffing and implementation of new programs and functions that further the STO's, the California Educational Facilities Authority's (CEFA; together with CHFFA, the Authorities), and CHFFA's missions and the Legislature, making recommendations to the ED and DED on policy and procedure changes to be considered, leading the development of guidelines or regulations, and providing guidance to staff regarding changes in federal and state laws, as well as in the review of pending legislation. Oversee the effective implementation of assigned programs.
10%	Also serves as a liaison and technical advisor on all grant programs with STO, SCO, AGO, hospitals, counties, grantees, Legislature, stakeholders, organizations, and associations representing CHFFA. Provides oversight and guidance on revenue bond issuance for CHP grantees and assists with other issuances as needed.
5%	Also serves as a liaison and technical advisor on all grant programs with STO, SCO, AGO, hospitals, counties, grantees, Legislature, stakeholders, organizations, and associations representing CHFFA. Provides oversight and guidance on revenue bond issuance for CHP grantees and assists with other issuances as needed.
5%	Plans, organizes, and oversees various analytical and managerial duties that are necessary for the daily operation and overall support of CHFFA, CEFA, and the Authorities' boards.

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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