

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA CA Alternative Energy & Advanced Transportation Financing Authority (CAEATFA)					POSITION NUMBER (Agency-Unit-Class-Serial) 321-001-4800-007	Position ID 6029
UNIT					CLASSIFICATION TITLE Staff Services Manager I (Specialist)	
TIME BASE / TENURE Full Time/Permanent	CBID E48	WWG E	COI Yes <input checked="" type="checkbox"/> No <input 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 Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works collaboratively with public and private partners to provide innovative and effective financing solutions for California's industries, assisting in reducing the state's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works to provide innovative and effective financing solutions for California's industries, assisting in reducing the state's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs.						
Under the general direction of the Executive Director and the Staff Services Manager II for the California Hub for Energy Efficiency Financing (CHEEF), this position is independently responsible for the most complex energy efficiency regulatory, industry, financial, and operational issues related to the administration of the CHEEF programs. This position provides leadership to analytical and administrative staff assigned to CHEEF Program Development and Implementation, with major responsibilities in the more complex and technical functional areas of program research and design, analysis, rulemaking, implementation, and stakeholder relationships.						
% 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.					
25%	<p>Research, Design and Analysis Conducts complex research and analysis, identifying options and providing recommendations on the most complex program issues. Coordinates with other analysts, stakeholders, partners, and technical consultants to analyze and create recommendations. Gains and then provides expertise on the following types of subject matter areas as they relate to program implementation:</p> <ul style="list-style-type: none"> California energy efficiency policy goals, legislation, and activities; complementary programs and potential partners California Public Utilities Commission (CPUC) and California Energy Commission (CEC) energy efficiency and decarbonization proceedings; energy savings methodologies and program Evaluation, Measurement and Validation (EM&V); cost-effectiveness Energy efficiency and clean energy financing structures, entities, and financial markets; credit enhancement structures; options to leverage private capital 					

	<ul style="list-style-type: none"> • Energy efficiency and clean energy technology, both current and emerging; measure eligibility; project and quality assurance and quality control standards, • Utility operations, billing systems, and on-bill repayment programs. • Single family residential, affordable multifamily, Commercial and Municipal, University, School and Hospital (MUSH) building industries and customer needs. • Energy efficiency and clean energy funding opportunities
30%	<p>Rulemaking Leads the public input and rulemaking process including drafting of regulations and regulation packages, coordinating stakeholder engagement in the rulemaking process, responding to public comment, preparation of materials for the CAEATFA Board and coordinating with reviewing attorneys.</p>
20%	<p>Stakeholder and Partner Relationships</p> <ul style="list-style-type: none"> • Cultivates relationships with currently participating and potential finance companies and serves as their “account manager” regarding Program onboarding, assistance with projects and general program success • Conducts outreach to and serves as a point of contact for project developers, utility program implementers and high volume retrofit contractors • Identifies opportunities for strategic partnerships and works to develop partnerships that expand the Programs ability to serve customers • Serves as point of contact for more complex customer inquiries • Collaborates on program design and strategic initiatives with key stakeholders, including staff of the CPUC, Utilities, finance companies, retrofit contractors, industry trade groups and associations, state agencies, technical consultants and CAEATFA’s vendors. • Composes public-facing materials and presents promotional workshops for contractors, project developers, utility and government program administrators, and customers
20%	<p>Development and Implementation:</p> <ul style="list-style-type: none"> • Develops workflows, procedures, and data exchanges between parties to operationalize the CHEEF • Identifies needs related to user experience and develops requirements for software or IT solutions • Develops and prepares materials related for program implementation, including training materials, fact sheets, procedures, process flows, program forms, reports, workflow trackers and other tools. • Reviews program applications and claims to ensure compliance with regulations.
5%	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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