

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA CA Pollution Control Financing Authority					POSITION NUMBER (Agency-Unit-Class-Serial) 345-002-7500-001	Position ID 4002
UNIT					CLASSIFICATION TITLE Career Executive Assignment, A (C.E.A. A)	
TIME BASE / TENURE Permanent/Full Time	CBID M01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Deputy Executive Director, CPCFA	
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 Since its creation in 1972, the California Pollution Control Financing Authority (CPCFA) has been dedicated to helping businesses access capital for projects that support state and federal environmental and economic objectives. Initially focused on pollution control, CPCFA has evolved to include a broad range of programs that foster sustainable development, support small businesses, and revitalize communities. Founded as a conduit for raising capital for pollution control through tax-exempt bonds, CPCFA has since broadened its scope. In 1986, following the Tax Reform Act, CPCFA expanded its focus to include projects addressing climate change and other sustainability challenges.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Executive Directors of the California Pollution Control Financing Authority (CPCFA) and the California Urban Waterfront Area Restoration Financing Authority (CUWARFA), as well as the broad direction of the State Treasurer as Chair of these two financing authorities, the Deputy Executive Director provides policy, program, administrative and technical direction for all programs. Also acts as the Executive Director of the financing authorities during those periods of time when the Executive Director positions are vacant. The incumbent supervises and oversees a professional management team including Staff Services Managers and Associate Governmental Program Analysts, responsible for carrying out all day-to-day operations of the financing authorities.						
% 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%	Serves on the Executive Management Teams of the financing authorities, principally for CPCFA, making policy determinations in concert with the Board, Chair, Executive Directors, and strategic plans of the respective financing authorities. Closely following the lead of the Executive Directors, develops and implements the objectives of the Executive Management Teams. In the absence of any of the Executive Directors, serves as Acting Executive Director and advises the Chair on all programs within the jurisdiction of the financing authorities. Carries out delegated authority as assigned by the Executive Directors. Participates in the decision-making and problem-solving of the agencies' most sensitive and complex policy challenges.					
25%	Responsible for developing, implementing and managing the program and administrative responsibilities of the financing authorities at the highest level, including but not limited to: making policy decisions consistent with the statutory and policy goals of the financing authorities and the State Treasurer's Office; creating and establishing policies and procedures to ensure all federal and state program, fiscal, compliance, and reporting responsibilities are met; managing program and administrative budgets to ensure annual fiscal allocations are adhered to; following federal and state administrative, accounting and contracting policies and guidelines; overseeing the effective supply of consulting and support services retained under interagency agreements and					

	outside contracts; developing and implementing special projects necessary to support the customer service provided by financing authorities; and ensuring operational consistency and effectiveness across programs.
25%	<p>On an on-going basis, is responsible for: overseeing all bond and alternative financing programs offered to California businesses, consumers and lenders by the financing authorities; establishing policies and procedures for new programs; developing, implementing and ensuring compliance with all necessary monitoring and internal controls; developing and maintaining databases and other documentation necessary for the transparency and accountability of the program administration; evaluating program performance and reporting to the State Treasurer, the Legislature and other federal and state agencies on programs administered by the financing authorities.</p> <p>Represents the Board, Chair and financing authorities in convenings with at the Legislature, at state and municipal agencies and in the field. Travel throughout California is required.</p> <p>Responsible for maintaining the highest levels of transparency, accountability, effectiveness and efficiency in program and administrative functions. Responsible for ensuring the Vision, Mission, Goals and Objectives of the financing authorities are carried out.</p>
25%	Supervises, manages, and oversees the day-to-day operations for the financing authority's management and staff; provides mentorship to staff; ensures that all staff have received the appropriate training to properly carry out their duties; and ensures all State Personnel Policies and Procedures are met.

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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