

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) 820-330-9929-002		Position ID 83
UNIT				CLASSIFICATION TITLE Program Technician III		
TIME BASE / TENURE Full Time/Permanent	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	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 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.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Treasury Program Manager II, Item Processing Section, the Program Technician III performs batch balancing and verifying of items, data reconciliation, validation, and classification of items presented for redemption by banks to ensure proper payments, completes the collection letter process, determines the validity of forgery claims, process stop payment and process, audit, and review records as required by the Record Retention Schedule. Must be responsive to the needs of the Department, other state agencies and the public. Must be courteous, tactful and work cooperatively with others. Must analyze situations and take effective action using initiative, resourcefulness and good judgment. Must be responsible and work independently.						
% 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.				
40%		Performs batch balancing and verifying of items, data reconciliation, validation and classification of items presented for redemption by banks to ensure proper payments. Review images, data for suspected items is performed to ensure proper disposition. Key rejects for checks/warrants presented to the State for payment. Scan physical checks/warrants presented for payment. Confirm items are valid for payment with state agencies when appropriate. Processes returns and adjustments and prepares required documentation. Ensures proper electronic file transmissions of items paid to state agencies.				
20%		Completes the collection letter process through intake, research, analysis and response to bank inquiries on the payment status of items. Confirm items are valid for payment with state agencies. Provides documentation to banks on items that have been paid and takes action to pay banks on items that have not been paid.				

20%	Determines the validity of forgery claims, handles correspondence and phone inquiries regarding processing of forged items, provides technical assistance to claimants in setting up and resolving forgery claims, checks, and verifies that the appropriate documents relative to the alleged forgery have been secured, handles erroneous endorsed items in a similar manner. Prepares proper documentation and maintains records to facilitate chargeback of forged warrants and provides for subsequent reissuance. Provide technical assistance on the status of files to banks, check cashing facilities, state agencies, and the general public.
10%	Process stop payment on state issued checks and warrants as requested by state agencies by adding, deleting, and verifying in the stop payment database. Assist state agencies with processing emergency stop payment when appropriate. Provide technical assistance to state agencies in using the stop payment functionality in Fi\$Cal.
5%	Process, audit, and review records as required by the Records Retention Schedule. Organize and maintain an efficient filing system. Assist in reviewing and update the section's record retention schedules to reflect current legal requirements and timeline for the destruction of records.
5%	Performs other job-related 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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