

CALIFORNIA STATE TREASURER'S OFFICE
POSITION DUTY STATEMENT
☐ PROPOSED

☒ CURRENT

DIVISION OR BCA CA School Financing Authority					POSITION NUMBER (Agency-Unit-Class-Serial) 298-002-5393-006	Position ID 2012
UNIT					CLASSIFICATION TITLE Associate Governmental Program Analyst	
TIME BASE / TENURE Full Time/Permanent	CBID R01	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 California School Finance Authority (CSFA) was created in 1985 to finance educational facilities and working capital on behalf of school districts and community college districts. Since its inception, the Authority has developed a number of financing programs primarily focused on assisting non-profit borrowers, school districts and community colleges with meeting their facility and working capital needs.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Executive Director and the Staff Services Manager II (SSMII), this position performs more complex analytical duties for the California School Finance Authority's Charter School Facilities Program, reviews applications for financing, and determines eligibility per established statutory and regulatory requirements and prepares summary reports thereon for the Authority; provides technical review of loan documents to ensure that the interests of the State and investors are protected; and interfaces with the public and provides information regarding the program. This position also may perform duties related to all of the Authority's programs, from time to time, as needed and directed by the Executive Director.						
% 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%	Analyze and interpret applications for grants loans from local educational agencies for program eligibility. Implement underwriting criteria and standards when overwriting and evaluating loan applications. Prepare written summaries on financings and/or awards to be included in recommendations to the Authority members for consideration and present application orally at public meetings, if warranted.					
20%	Provide technical review of all application documents completed by the Authority; make content judgment on documents to ensure that the interests of the Authority and the State are clearly represented and that all financial calculations are accurate; advise the Executive Director and Authority management on applicants' compliance with the program underwriting criteria, and the creditworthiness of the applicants. Coordinate the execution of program documents and the intercepting of program payments with various state agencies.					
15%	Assist with the development of regulations, guidelines, and policy considerations; assist in the development of the application and monitoring requirements as defined in statute and the regulations. Attend meetings and participate on conference calls with various stakeholders, representing the Authority and the program. Conduct research on various topics that impact the Authority's functionality.					
15%	Assist in the development and maintenance of data bases and other processes necessary to record, monitor and report all loans provided to charter schools by the Authority, and determine and record all payments, defaults, late payments and penalties incurred by loan recipients. Assist in the development of any program reporting requirements. Attend conferences, workshops, and webinars and present the program to a variety of stakeholders. Answer questions and inquiries from the public regarding the program.					

10%	Assist with the preparation for and monitoring of audits conducted on the Authority's programs. Coordinate with Accounting staff on the Authority's financial reports and conduct quarterly reconciliations on Program balances. Work with Accounting staff and other agencies, e.g. State Controller's Office, Attorney General to identify and process reconciliation and write-off items.
5%	Complete special projects as required by the Executive Director and Authority management involving existing or proposed financings and prepare reports thereon; represent the Authority at various seminars and conferences to promote Authority services. Develop and maintain written procedures for program activities and assist with the development of marketing materials. Perform other job-related duties as assigned.

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

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