JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst or Associate Treasury Program Officer
Tenure: Permanent
Time Base: Full Time
Salary: $2873 - $4671 SSA
        $4488 - $5618 ATPO

Will consider both levels for recruitment purposes.

Under the direction of the Treasury Program Manager I, this analyst is responsible for the more complex duties implementing bond financings and other financing programs for the California Pollution Control Financing Authority (CPCFA) and the California Industrial Development Financing Advisory Commission (CIDFAC). The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Performing the more complex technical support for proposed bond issuances, including research and analysis of project applications, bond sales and use of bond sale proceeds, small business loan support, indentures, loan agreements, bond purchase contracts, official statements, tax certificates, reimbursement agreements and other documents related to the Authorities' financing. Negotiating with State and Federal officials, lenders, company representatives, bond and other legal counsel, financial advisors and underwriters on bond sale documents, loan enrollments, loan program implementation, or other matters. Preparing reports and analyzing program and financial data as required by law and regulation or as directed by Authority members, staff and other State departments. Proof reading bond-related documents. Coordinating legal documents for bond financing.

- Analyzing new CPCFA/CIDFAC applications, and preparing applications for potential approval by writing staff summaries from which the Authority's board members will base their decisions. Presenting the proposed projects to the board at monthly meetings.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Knowledge of or interest in government bond, grant and loan programs and public finance policy.
• Demonstrated ability to conduct research and prepare analysis and recommendations for management consideration.
• Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and CPCFA’s customized database systems.
• Ability to work independently, with tact, and in a team environment.
• Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.
• Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility.
• Communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before Executive Management and the board of the Authority.

CONDITIONS OF EMPLOYMENT: Fingerprinting and Background Check are required.

WHO SHOULD APPLY:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst or Associate Treasury Program Officer. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.) Also, list the number “ATPO 345-002-4223-007” or “SSA 345-002-5157-xxx” on your application/resume.

If you are interested in applying for this position, in addition to the completed Standard State Application (Form 678), please submit a Statement of Qualifications (SOQ) describing your interest in and qualifications for the position. The statement should be no more than two pages in length.

FINAL FILING DATE:
State application and Statement of Qualification must be accepted until filled. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:
Michelle Bell
Personnel Office
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA  95814

IF YOU HAVE ANY QUESTIONS, CALL: PUBLIC (916) 653-3100 or CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

CPCFA: cc SSA/ATPO 5517 01/29/15