Under the supervision of the Treasury Program Manager II and/or Staff Services Manager I, this position will act independently in developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA). The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

**Description of Essential Functions:**

- Perform complex analysis involved with various financing mechanisms including analysis of applications for the Sales and Use Tax Exclusion program (STE), bond sales and use of bond sale proceeds and other financing instruments to be developed for the Authority’s financing programs.
- Acts as a liaison with lending institutions, government entities and other stakeholders; develops outreach and program education plans; answers inquiries; assists with the research and analysis of program-related issues and provides recommendation to management; develops, updates and maintains various program reports, policies and procedures; assists with marketing efforts for the program; and analyzes and processes applications and claims. Conducts reconciliation and reporting activities with respect to lenders, participating parties, and program enrollment/claims, to ensure adherence to state and federal laws. Performs additional tasks to assure legal, regulatory and contractual compliance.
- Provides analysis and conducts research related to the development of CAEATFA’s portfolio of energy efficiency programs. Acts as a liaison with stakeholders during the program development and rulemaking process. Conducts workshops to solicit input from stakeholders during program development to identify key programmatic objectives and hurdles. Drafts regulations to implement the energy efficiency programs.
- Provides analysis of applications and program documents to ensure compliance with statutory authority, regulations, and policies; obtains additional information about prospective participants from the applicants and from other sources, including other government agencies; arranges for meetings with new lenders and insurers to describe the program fully, to encourage activity under the program, and to train their personnel on the process of loan enrollment under the program.
- Prepares and manages contracts and amendments and other various contract-related documentation and reports; make recommendations concerning contract terms and task order preparation to management; prepare RFPs/RFQs and coordinating all activities associated with consultant selection process; ensure compliance with program regulations.
• Provides technical information and assistance to other technical and clerical staff related to various program participants, other State agencies, the Legislature, and members of the banking, insurance and investment community. Conducts statistical analysis of program activity and portfolios.

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

Desirable Qualifications:

• Knowledge of or interest in government grant, loan, and incentive programs, preferably related to energy efficiency, alternative energy, or advanced transportation
• Demonstrated ability to conduct research and prepare analysis and recommendations for the consideration of management
• Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and agency customized database systems
• Ability to work independently 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 the public, other State agencies, 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 Governmental Program Analyst. 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 “SSA 321-001-5157-yyyy” or “AGPA 321-001-5393-002” on your application/resume.

Final Filing Date:
State applications will be accepted until the position is 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, Please Call: PUBLIC (916) 653-3100 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.

CAEATFA: cc SSA/AGPA 6006 05/04/15