**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

Under the general direction of the Executive Director or the Treasury Program Manager II and the supervision of the Treasury Program Manager I, performs a variety of monitoring and analytical duties on highly complex bond financings and the tracking of information necessary to monitor the Authority’s bond issues; reviews applications for financing and prepares summary reports thereon; manages small loan programs of the Authority and prepares status and other reports as necessary and performs a variety of special projects relating to historical and future financings of the Authority and makes recommendations to management on all types of financial transactions. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

**DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Analyze and interpret applications for financing from a variety of public and non-profit health facilities, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; prepare written summary on financing to be included in recommendations to the Authority members for consideration and present application orally at public meetings. Perform the maintenance of audited financial statements and other reports required of the borrowers after bonds are issued, by analyzing the final documents of each issue to determine specific requirements, verifying the receipt of required information, and comparing actual financial performance to covenants; submit reports to the Executive Staff and financial advisor.

- Analyze and interpret the small loan programs of the Authority, including analyzing and interpreting new applications, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; preparing staff summaries on financing to be included in recommendations to the Authority members; and, orally presenting those recommendations to the Authority at a public hearing for consideration, scheduling and monitoring of repayments; provide technical assistance to potential borrowers, and prepare reports to the Executive Staff on program status.

- Analyze, score and interpret applications for grant funding for CHFFA’s Investment in Mental Health Wellness Grant Program and other grant programs, including the type of project, use of funds, other sources of funding, project sustainability; ensure project complies with allowable uses of Grant Funds; evaluate project readiness and project eligibility; prepare a written summary of each application which includes a recommendation to the Authority members; and orally present each application to the Authority at a public hearing. Monitor project completion including comparison of project timelines to actual project progress and ongoing project status reports; process disbursement requests for payment and submit to SCO; analyze and reconcile actual expenditure reports; perform site visits to grant projects; review project completion reports; and prepare necessary reports on the status of the grant program including identifying any issues with a grantee or their project, grantees inability to meet grant requirements, funding issues, and any other issues.
• Provide technical review of all bond documents required for revenue bonds issued through the Authority; make content judgment on documents to insure that the interest of the Authority and the State are clearly represented and that any and all financial calculations are accurate; advise management on the structure of each financing, including issue type, credit enhancement, liquidity provisions, rate structures, etc. Monitor the required public hearing process for all Authority bond issues; obtain necessary documentation from counsels and signatures from the State Treasurer.

• Complete special projects as required by management involving existing or proposed financings and prepare reports to the Executive Staff, State Treasurer's Office, Legislature, and National Association of Health and Educational Facilities Finance Authorities and numerous public and private entities and individuals. Participate in the analyses of financially troubled health facilities that have outstanding debt issued by the Authority and make recommendations as to work out plans to be implemented by the facilities.

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

DESI RABLE QUALIFICATIONS:

• Demonstrated interest in public finance.
• Strong written and verbal communication and interpersonal skills.
• Strong attention to detail.
• Ability to establish work procedures and policies.
• A high degree of good judgment, analytical ability, and independence in carrying out assignments.

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 a 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 Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, 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 “324-001-5157-XXX” or “ATPO 324-001-4223-006” next to the classification on your application/resume.

FINAL FILING DATE:
Applications will be accepted until June 5, 2015. 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. CHFFA 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.  CHFFA: kd SSA/ATPO 05/20/15