



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)  
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (IBANK)

**POSITION DUTY STATEMENT**

<b>Classification Title:</b> Chief Deputy Executive Director	<b>Unit:</b> Executive Unit	<b>Name:</b>
<b>Working Title:</b> Chief Deputy Executive Director, Chief Operating Officer (COO)	<b>Position Number:</b> 373-105-6268-001	<b>Effective Date:</b>

**GENERAL STATEMENT:**

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, you make it possible for IBank to contribute to the State’s economic development and job creation efforts by being innovative and flexible, reporting to work as scheduled, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

The mission of IBank is to finance public infrastructure, private development, and economic expansion, help businesses create and retain jobs and encourage investment into low-to moderate-income communities to promote economic growth, revitalize communities, mitigate climate change and enhance the quality of life throughout California. IBank has broad authority to issue tax-exempt and taxable revenue bonds, make loans, provide credit enhancements, and issue small business loans and loan guarantees to leverage state, federal, local and other funds. IBank has participated in the issuance of approximately \$40 billion of bonds in the public capital markets since 1995, has provided approximately \$800 million of direct loans to local and state governments and guaranteed over \$3 billion of loans to small businesses. IBank is governed by a five-member board of directors (Board) that consists of the Director of the Governor’s Office of Business and Economic Development (GO-Biz), the Director of the Department of Finance, the State Treasurer’s Office, the Secretary of the Transportation Agency and an appointee of the Governor. The business and affairs of IBank are directed by the Executive Director that is appointed by the Governor subject to Senate confirmation.

Under the general direction of the Executive Director, the Chief Deputy Executive Director serves as senior advisor to the ED and Chief Operating Officer performing varied and critical services for IBank in the formulation of program design, policies, plans and procedures to achieve the goals of IBank, GO-Biz and the Administration. The Chief Deputy Executive Director is responsible for the administrative duties for all of the functions and programs of IBank and has signature authority for approval of documents as well as programmatic issues that require thoughtful decisions and immediate action in the absence of the Executive Director. The Chief Deputy Executive Director’s duties include, but are not limited to, the following:

<b>ESSENTIAL FUNCTIONS:</b>	
<b>50%</b>	Under the general direction of the Executive Director, oversees IBank’s day-to-day operations, including supervising the following functions: HR, IT, Administrative, Compliance, Contractor relationships, Accounting & Budgeting, Legislative Affairs, and External Affairs. Responsible for formulating, developing and implementing critical proposals, policies, procedures and guidelines related to the above departments and functions. Provides staff supervision; directs recruitment, selection, placement and training of staff; analyzes training needs and recommends staff development; provides personnel updates and necessary information to justify positions; develops budget, reviews budget request, information technology systems requests and other needs. Responsible for overall program purchases. Reviews work of, and billings for, external consultants and makes recommendation to Executive Director regarding both. Works with GO-Biz and the Department of General Services to ensure all administrative functions are implemented through the appropriate processes.
<b>30%</b>	Serve as a high-level, trusted advisor to the Executive Director for all key strategic, political, budget, legislative, policy and operational matters pertaining to IBank. Key thought partner who develops recommendations to the Executive Director regarding the feasibility and desirability of program modification to better serve the identified needs and concerns of IBank’s clients. Coordinates the development of work plans and budget plans, as appropriate. Provides regular reporting to the Executive Director regarding all IBank work in progress. Able to leverage strong knowledge of and extensive contacts and relationships at other agencies, in the legislature and throughout California government to advance goals and objectives. Primary actor to advancing the organizational culture envisioned by the Executive Director.
<b>20%</b>	In his or her absence, represents the Executive Director at meetings, public forums, workshops, presentations and conferences and serves as representative of IBank at legislative hearings. Review and provide policy recommendations on the analysis of legislation affecting IBank. Other duties as assigned.

**SUPERVISION EXERCISED**  
The Chief Deputy Executive Director supervises professional and administrative staff that performs complex and technical duties in a highly visible and political environment.

**SUPERVISION RECEIVED**  
This position receives general direction and supervision from the Executive Director of IBank, who is appointed by the Governor subject to Senate confirmation. This position has broad latitude in planning, organizing, and accomplishing work independently.

**PUBLIC AND INTERNAL CONTACTS**  
The incumbent has frequent contact with executive, administrative, economic development, marketing and communications staff of GO-Biz, the Administration, the State Treasurer’s Office, the Department of Finance, other state agencies, local organizations and local elected and appointed officials, financial development corporations, business owners and executives and municipal finance professionals.

**INITIATIVE AND INDEPENDENCE OF ACTION**  
This position requires a high degree of administrative, technical and management capability over extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without

direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

The Chief Deputy Executive Director must identify and resolve problems and issues that adversely affect the efficiency and effectiveness of IBank. Any errors in actions may reflect badly and cause embarrassment to IBank, GO-Biz, the Administration and the State of California, and may also lead to potential lawsuits or regulatory action by agencies that oversee the municipal finance transactions. This is a high-profile position for IBank. Error, poor judgment, and the lack of professionalism could result in the loss of significant infrastructure and economic development in California; therefore, resulting in termination of employment.

**CERTIFICATION**

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee Signature:**

<b>Chief Deputy Executive Director, Chief Operating Officer California Infrastructure and Economic Development Bank</b>	<b>Date</b>

**Employee's Printed Name:**

--

**Supervisor's Signature:**

<b>Executive Director California Infrastructure and Economic Development Bank</b>	<b>Date</b>

**Supervisor's Printed Name:**

--