

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Division of Accounting/ORSA	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Security and Workflow Analyst	900-081-4588-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California 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.

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under general direction of an Accounting Administrator I (Supervisor), incumbent is responsible for maintaining the integrity of CGI Advantage security and document workflow. The incumbent is responsible for performing complex analysis of System Tables in the CGI Advantage Administration Environment. The incumbent must be proficient with CGI Advantage and MS Office, including Excel, Word, Visio and Power Point.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
25% (E)	Maintain CGI Advantage Security Role Assignments. Monitor statewide system access, grant user login capability and navigational rights. Create and modify Security Roles for functional business areas. Maintain and update Security Tables in the CGI Advantage Administration and Financial Environments. Prepare and document security modifications/updates.
20% (E)	Maintain CGI Advantage Workflow Role Assignments. Create and modify Workflow Roles for functional business. Monitor the routing of CGI Advantage documents for review and approval. Using State Controller's Office Fund Certification Letter, grant user's access to budgetary roles/sensitive information and associated features. Prepare and document workflow modifications/updates.
20% (E)	Performs the establishment and/or approval of the Vendor Table entries. This involves the establishment of new vendor records, revisions to the existing vendor records and subsequent verification of the entry in the system. This may involve contact with vendor and Caltrans employees to ensure that information is accurate and validating that the information submitted is legitimate to reduce fraudulent information being introduced into the accounting system. Special access to IRS data is needed and your personal information is required on the IRS application to qualify for access. Responsible for the Electronic Funds Transfer (EFT) accounts.
10% (E)	Provide CGI Advantage Security and Workflow support statewide. Create Information Technology (IT) Heat Tickets to assist new users with initial LDAP DMZ Tree Configuration. Assist statewide users with Security and Workflow system issues, provide analysis of documents locked in the Worklist Administration. Perform test and analysis in DEV and DEV2 environments prior to implementation of Security and Workflow Roles in the CGI Advantage Production Environment. Provide and coordinate statewide webinars and training. Lead and participate in meetings and presentations. Create and maintain CGI issues for functional business areas. Reset user accounts.
10% (E)	Maintain and develop CGI Advantage Security and Workflow reports. Generate the Security and Workflow Assignment Report (SWAR) using TOAD and Excel to analyze users' roles, ensuring the validity of assigned roles and units. Provide quarterly SWAR to Supervisors/Managers and Gatekeepers, statewide, for their review. Update recommended changes. Maintain weekly Separated Employee Report and remove users' roles as necessary.
10% (M)	Responsible for establishing the Utility table in Advantage (UAPRO). Knowledge and understanding on how this Table relates to the accounting template, accounting profile, and vendor table is needed in determining proper

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setup and resolving issues and errors. The UAPRO table must be setup accurately and timely as this table establishes how expenditures and funding is recorded when monies are issued through the automatic payments from the Utility tapes. Changes in accounting profiles are also made to redirect expenditures to the proper project/funding on a continual basis as notified by the Utility Accounting office.

5% (M) Maintain and update the CGI Advantage Security and Workflow website, located on the Caltrans intranet. Perform special assignments and other duties as required. Develop desk procedures.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. This position may serve in a lead capacity providing technical guidance and temporary office coverage

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- The Department's current and past accounting system and procedures.
- Generally Accepted Accounting Principles.
- Departmental missions, goals, organization, structure, and major work programs.
- Principles, practices, trends, and state of the art applications for Accounts Payable, Accounts Receivable, fiscal management and accounting administrative functional areas.
- Laws, regulations and policies of the Department, State of California and the Federal government affecting Department's administrative functional objectives.
- Administrative survey principles and techniques to the analysis and development of accounting and financial organization procedures.
- Methodology and principles of automated data processing systems.
- Internal control system.

Ability to:

- Apply fiscal system principles and procedures.
- Creatively use a variety of analytical techniques to resolve complex fiscal and financial management problems.
- Present formal and informal evaluation of issues and alternative solution proposals.
- Advise key stakeholders, impacted program managers, executive steering committee, district directors, state control agencies, and others in developing course of action to address issues.
- Perform effectively under rigid time constraints and pressure.
- Communicate effectively and possess excellent interpersonal skills to maintain cooperation of those contacted and to accomplish the goals of the project.
- Utilize program staff and consultants advantageously to effectively complete assignments and prioritize work.
- Express complex ideas and information clearly, concisely, and logically to management, supervisors and employees.
- Be objective and display conceptual skills to analyze complex situations and take appropriate action.
- Work independently with a minimum of supervision, assume increasing responsibility to perform the more responsible, varied and complex technical administrative system work.
- Develop and maintain good working relations in a team environment.
- Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

Analytical Requirements:

- Must be able to define financial problems and identify appropriate resolutions.
- Apply accounting principles and procedures.
- Display high level of expertise to analyze situations accurately and adopt an effective course of action.

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- Make sound and cost - effective decisions and recommendations in regards to professional accounting issues.
  - Identify issues or conflicts in internal financial policy process and develop means of resolution.
  - Coordinate with key stakeholders, impacted program managers, and other in developing appropriate course of action to address issues.
  - Work cooperatively and negotiate resolutions to issues; accomplish goals by finding common ground or consensus.
  - With general supervision or review, and based on logical and creative analysis makes routine to complex decisions and provides advice to departmental managers, supervisors and employees on difficult management and accounting problems.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences related to security and workflow for CGI Advantage. Errors can adversely affect team efforts and prevent the team and the Department from achieving desired results.

The incumbent is responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting confidential information for the Department's vendors and employees. This information includes, but not limited to, social security number, address, phone number, medical or employment history, education, work history, financial transactions, or similar information. Failure to protect the Department's vendor and employee confidential information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intentional violation of the Act will result in disciplinary action, up to and including termination of employment.

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### PUBLIC AND INTERNAL CONTACTS

Confer with all levels of departmental management and personnel within the Department, other state agencies, local entities and the Federal Highway Administration. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Some filing is required. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Employees may be required to travel in state but travel is not very frequent. Regular and punctual attendance is required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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\_\_\_\_\_  
EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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