

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	Office of Project Accounting/HQ Project Control Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, HQ Project Control	900-081-4549-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 the general direction of an Accounting Administrator II (Supervisor), the incumbent is responsible for overseeing statewide project control and the monitoring of labor expenditure charging practices. The accuracy and timeliness of these functions are critical for Departmental financial planning and oversight.

**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
50% (E)	Supervises accounting staff performing project identifier ( Project ID) set-up and modification functions. Provides overall management direction to ensure compliance with the Department's project structure polices and procedures. This workload includes, but is not limited to, reviewing Project ID documents created by various users in the Department's financial system (Advantage); creating project IDs for Headquarters; creating and tracking project-related change request documents and analyzing/resolving project control issues.
20% (E)	Provides direction and guidance to the Department's Programs, Divisions and District Offices related to project cost structure and charging practices. Includes involvement in developing policies and procedures; facilitating webinars and statewide project control meetings; and creating/updating accounting bulletins, web-pages and other written materials distributed for project structure guidance.
20% (E)	Responsible for the correction of labor transactions and processing expenditure reclassifications in Advantage. Provides statewide consultation regarding proper labor charging practices to aid in ensuring that labor charges are captured in the Department's financial system.
05% (E)	Oversees the annual rollover processes to establish the new fiscal year funding lines on Project IDs in Advantage. Includes the Funding Profile Roll, its related project budget rolls and updating program codes.
05% (M)	Responsible for staff development, section risk management activities; work process improvements; Accounting Manual updates; internal control reviews; audits and review/approval of legislative analyses and implementing the changes resulting from legislation.

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<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

The position directly supervises a number of professional accountants and may supervise student assistants, retired annuitants and/or volunteers.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's mission, goals, and laws, rules, and policies of the State of California. Must have knowledge of accounting principles and practices, governmental accounting, budgeting, and fiscal management; principles of organization, administration, management, and public administration. Must have a basic understanding of electronic data processing systems such as AMS Advantage. The incumbent must be able to understand and interpret financial policy, make sound decisions and recommendations on financial matters, to communicate effectively with all levels of management, the public, state, and other governmental agencies; and to be able to effectively select and train employees and evaluate their job performance.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or failure to carry out this position's responsibilities could result in placing the Department in violation of constitutional and statutory requirements for the appropriate use of Departmental revenues, appropriations and information.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with departmental management and staff within the Departments Programs, Divisions and Districts. There is also contact with managerial and operational personnel of other agencies, including the Department of Finance and Bureau of State Audits. Will work directly with the Department's Audits and Investigations program as required.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to be able to direct a diverse staff in discharging their responsibilities. The incumbent must be able to concentrate and meet strict deadlines. The position also requires interaction with people at all levels and it is extremely important that the incumbent work with others in a cooperative manner.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent may also be required to move large or cumbersome reports from one location to another.

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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.

Though the incumbent has a private open-spaced cubicle, confidential conversations are to be conducted in private secluded meeting rooms.

This position is exempt from the Fair Labor Standards Act (FLSA) requiring the incumbent to adhere to the hourly requirements for discharging the duties of this position. Working hours in supervising will be set sometime between 6:00 a.m. and 6:00 p.m. Vacations and time away from the office may be restricted during peak times where attendance at meetings is required and for fiscal year-end closing. The incumbent may be required to travel in state and/or out of state. 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)

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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)

Iris Bettencourt

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SUPERVISOR (Signature)

DATE