

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	Division of Accounting/Office of Travel and Special Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Right of Way Section	900-081-4549-XXXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator II, the incumbent is responsible for managing the statewide accounting operation for the Department's annual Right of Way Capital Outlay Program. This includes the processing of payments for the acquisition of land, certifying and encumbering funds, monitoring allocation, maintaining and reconciling the excess land inventory using Advantage and the Excess Land Management System. Incumbent also acts as the liaison with the Federal Highway Administration and the Division of Right of Way for resolving issues and problems that arises. Incumbent will direct staff in performing studies to resolve Right of Way issues or address changes in Right of Way procedures which would result in changes to the departmental Accounting Procedures or Systems.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Directs staff in processing invoices for Right of Way Capital Outlay Program such as Acquisitions, Condemnations, Inverse Condemnations, Relocation Assistant Payment (RAPS), Demolition and Clearance Contracts, Utility Relocation Agreements, Positive Location Contracts, Title and Escrow Contracts, Expert Witness Contracts, Permit Fees, Jury Fees and Miscellaneous Court Fees. Ensure that payments are assigned to the proper project, that the documentation supports the disbursement, that stipulations by the judge in court-ordered condemnation sales are met, and that the supporting documentation meets standards for Federal reimbursement billings and state payment policy.
30%	E	Ensures Right of Way Capital Outlay allocation is not overdrawn by coordinating staff efforts in monitoring the Right of Way Capital Outlay allocation; certifying funds and making adjusting entries. Directs a staff engaged in studying fiscal problems related to the Federal reimbursement of right of way activities, in responding to Federal audit issues, and in reviewing new departmental accounting procedures for compliance with Federal regulations. Directs a staff engaged in studying fiscal problems related to the Federal reimbursement of right of way activities, in responding to Federal audit issues, and in reviewing new departmental accounting procedures for compliance with Federal regulations.
20%	E	Ensures monitoring reports (InfoAdvantage) are provided to various districts and HQ Planning and Management personnel to assist them in validating the Right of Way Capital Outlay allocations and commitments. Assists the Right of Way staff in analyzing and interpreting these reports. Performs significant liaison activities with HQ and district Right of Way staff and other DoFA units relating to Right of Way activities. Ensures that Excess Land Management Inventory System (ELMS) is updated and maintained. Manages year-end closing activities to ensure that expenditures and commitments of the Right of Way Capital Outlay allocation are accurately reported in the Financial Statements.
5%	E	Directs staff in a variety of TQM assignments to enhance and streamline Right of Way processes. Standardize, update and develop procedures and provide on-site training to district Right of Way staff. Ensures the necessary internal controls are present in the section's accounting operations.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a group of professional accounting staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee 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. Specifically, knowledge of DPA rules and regulations and Bargaining Unit contract language related to travel. Employee must have a basic understanding of electronic data processing systems, including AMS Advantage. The incumbent must be able to understand and interpret financial policies, make sound decisions and recommendations on financial matters, to communicate effectively with all levels of management, the public, state, and other government agencies; and to be able to effectively select and train employees and evaluate their job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision could result in placing the Department in violation of state, Department and other relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

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 this Act will result in disciplinary action, up to and including termination of employment.

Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans

PUBLIC AND INTERNAL CONTACTS

The incumbent confers with managers and key staff of the Department, State Control Agencies, Federal government, Local government, and the vendor community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to be able to direct a diverse staff discharging their responsibilities. The incumbent must be able concentrate and meet strict deadlines. The position requires interaction with people of all levels, 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.

WORK ENVIRONMENT

While at the base of operation, incumbent will work in a climate controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, building temperature may fluctuate. Though the incumbent has a private open-spaced cubicle, confidential conversations are to be conducted in private secluded meeting rooms.

The 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.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE