

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-800-4177-001		MCR / HCR
DIVISION / UNIT  Accounting – Crescent City, CA		CLASSIFICATION TITLE Accountant I, Specialist		
		WORKING TITLE Accountant I, Specialist		
		TIME BASE / TENURE Perm/ FT	CBID R01	WWG 2
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2024

**CDCR'S MISSION and VISION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Senior Accounting Officer (Supervisor), the Accountant I (Specialist) performs semi-professional accounting work in the maintenance of inmate financial records and associated accounts.

**% of time performing duties**      **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.**

50%      Processes and file inmate trust withdrawals (CDC-193) in the Trust Restitution Accounting System (TRACS). Prepares the printed checks for signature. Processes and enters batches for inmate payroll for support, Inmate Welfare Fund (IWF), and contracting agencies; which include the collection of inmate pay calculation forms at institution sites. Enters batches for inmate pay. Posts charges (a withdrawal or a hold against funds) to inmate accounts for payment of various types (may include postage, notary charges, medical co pays, and copy charges, charges for damages, family visits and legal supplies). Sorts and distributes incoming mail.

25%      Places funds from inmate account on hold. Enters information for checks to be printed in TRACS for check requests, special purchase orders, and annual/quarter package orders. Assists in preparing checks for signature for inmate fundraisers in TRACS.

20%      Reviews and verifies inmate account information to respond to counselors, correctional officers, inmates, and other institutions. Processes informal appeals (GA22). Process legal verification of account activity. (Informa Pauperis). Print and distributes monthly inmate statements. Forwards transferred inmate charges to new locations. Prepares weekly indigent list for mailroom staff. Perform Notary Public duties as needed for the institution.

**394-800-4177-001**

5%

Participates in annual In-Service Training as mandated. Provides coverage behind staff vacancies as needed. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

**SPECIAL REQUIREMENTS**

- **Knowledge of:** Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures. Knowledge of modern office methods supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.
- **Ability to:** Ability to apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions. Ability to maintain regular attendance and to be punctual.
- **Language Skills:** Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.
- **Mathematical Skills:** Ability to make arithmetical calculations rapidly and accurately and to process and maintain difficult or complex statistical or financial records.
- **Reasoning Ability:** Ability to analyze data and draw logical conclusions and apply departmental rules and regulations to specific instances.
- **Special Personal Characteristics:** A demonstrated interest in assuming increasing responsibility.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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