

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4870-901
Classification: Student Assistant	Tenure/Time Base: Temporary/Intermittent
Working Title: Student Assistant	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: E	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Accounting Operations Section/Receivables and Cash Unit/Cash Reporting Team

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by performing various professional duties to assist the Accounting Section with research and analysis of data associated with fiscal operations, provide technical support to fulfill the accounting business needs, and effectively communicate progress of assigned tasks while working in a team environment. The Student Assistant (SA) will update and maintain the automated program tracking systems, acting as a liaison between units and management. The SA will also assist in creating reports using the Financial Information System for California (FI\$Cal) to support management.

The SA will use various software applications such as Microsoft Office products, Outlook, Word, Excel,

Power Point, etc. to perform assigned tasks. The SA will abide by office policies, rules, regulations, and procedures, make arithmetic computations, take notes during accounting meetings, and will follow routine oral and written direction.

The incumbent works under the close supervision of the Accounting Administrator I (Supervisor) in the Cash Reporting Team.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Assist the Cash Reporting Unit in the research and analysis of data associated with fiscal operations. Under close supervision and in a learning capacity, assist in performing duties such as enter information into tracking logs, batch and validate checks, process deposits by using agencies legacy systems, and post payments to FI\$Cal in the Accounting Section. Assist administrators' staff with technical support to provide fulfillment of the business needs. Effectively communicate progress of assigned task while working in a team environment.
- 30% Update and maintain the automated program tracking systems, acting as a liaison between units, programs, management, and public customers to effectively communicate status of assigned task. Assist with creating reports using FI\$Cal to support management and program staff.
- 25% Assist with opening and sorting mail for incoming checks, identifying types of deposits, answering questions from internal and external customers, providing instructions to department staff, reviewing, analyzing, and organizing documents/files, and updating tracking logs and spreadsheets to analyze financial data.

Marginal Functions (including percentage of time)

- 5% Perform other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure

of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 10/1/25