

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4542-013
Classification: Accounting Administrator II	Tenure/Time Base: Permanent/Full-Time
Working Title: Federal Unit Chief	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Accounting Reporting Section/Federal Unit

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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by overseeing and directing the daily Federal activities ensuring the Department's accounting, along with related fiscal goals and objectives, are met within the framework in accordance with Federal rules and regulations.

The Accounting Administrator (AA) II is directly responsible for overseeing and managing the integrity of the Federal data for accurate reporting of the Department's the Federal grant awards activities. The AA II is involved in staff recruitment, hiring, and training; monthly reconciliations; and Federal grant accounting and financial reporting. The AA II is also responsible for the coordination of the year-end process impacting the Federal Fund for reporting to the Department of Finance (DOF), working with Program staff and state control agencies as needed, and serving as the coordinator for Federal

award audits.

The incumbent works under the general direction of the AA III, Accounting Reporting Section Chief.

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)

- 35% Plans, coordinates, manages, prioritizes, guides, and supervises the assignments of staff to maintain the Department's Federal expenditure and receipt activities adhering to Federal rules and regulations. Oversees Federal transactions to be properly accounted for in the accounting system, the Financial Information System for California (Fi\$Cal), to maintain internal control for the reliability and integrity of fiscal records. Manages the completion of activities involving 80 Federal grants administered by the Department for the timely submission of quarterly or yearly Federal Financial Reports, Cash Management Improvement Act (CMIA) data of applicable awards, and Schedule of Expenditure of Federal Awards (SEFA) to the Department of Finance (DOF). Monitors system generated below the line costs to ensure charges of Indirect Cost Rate Proposals (ICRPs) and Statewide Cost Allocation Plan (SWCAP) are aligned to the approved rate by the United States Department of Agriculture (USDA), and monitors the various processes to include, but not limited to, Plan of Financial Adjustments, Federal Projects/Activities setup and/or maintenance, and AUD10a requests to the State Controller's Office.
- 25% Participates with the FMD Chief, the Accounting Reporting Section Chief, and other Unit managers to provide leadership and direction in establishing Accounting Reporting Section policy and priorities, which promote Departmental and Divisional goals and objectives. Responsible for increasing efficiencies and strengthening fiscal control and accountability over billions of dollars invested in CDPH Programs. Collaborates with the Accounting Sections and Departmental Programs to identify tools and resources toward the overall efficiency in managing, monitoring, and tracking federal activities.
- 15% Provides fiscal guidance and advice to Program Centers, Divisions, and Offices to meet their respective goals and objectives within the constraints of applicable Federal guidelines, rules, and requirements. Participates in the implementation of new programs and procedures as the processes have impact to program and accounting staff. Develops and facilitates trainings to program staff on fiscal policies and procedures related to the area of responsibility.
- 10% Conducts an ongoing analysis and research of complex fiscal issues. Represents the Accounting Reporting Section in meetings with other Units on issues involving new programs

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implementation ensuring consistency in the application of fiscal controls and accountability.

- 5% Provides input into Budget Change Proposals and pending legislation to secure additional resources for new programs and coordinate those resources to meet workload demands. Reviews and analyzes the proposed and/or finalized Federal legislation, rules, and regulations for fiscal impact.
- 5% Attends entrance and exit auditors' conferences with the California State Auditor, DOF, and Federal government. Serves as the Audit Coordinator responsible for the responses to audit findings, as well as the development and implementation of corrective actions for Federal awards. Provides update of audit findings to management.

Marginal Functions (including percentage of time)

- 5% Acts as the primary backup for the AA III on a revolving schedule. The AA II takes part in staff recruitment, hiring, and training. Responds to special requests and performs other job-related duties associated with accounting activities performed within CDPH.

☐ 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: 10/29/25