

Associate Administrative Analyst (Accounting Systems)
Revised 1/2026

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Associate Administrative Analyst (Accounting Systems)

POSITION NUMBER: 420-023-5304-xxx

UNIT: Fiscal Systems Unit

SUPERVISOR: Information Technology Supervisor I

STATEMENT OF DUTIES: The Associate Administrative Analyst (Accounting Systems) will perform the more complex technological studies related to the implementation of Department of Justice (DOJ) and statewide fiscal and accounting systems. The incumbent works with the Fiscal Systems Unit staff, providing guidance and recommendations to management on the impacts of new systems and designs solutions to support DOJ's mission, while advising management on accounting fiscal system problems. The Associate Administrative Analyst also corresponds with control agencies and data centers to set criteria required to implement the electronic exchange of data. The incumbent will create and maintain current databases essential to the completion of work processes within the Accounting Office and other units within the DOJ.

SUPERVISION RECEIVED: Under the general direction of the Information Technology Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS:

Sedentary in nature, personal computer is utilized on a daily basis to perform and/or complete tasks such as typing/processing reports, creating spreadsheets, data input, initiating or responding to emails, utilize various software programs (e.g. Access), etc. Ability to occasionally lift/move objects (e.g. file boxes) up to 20 pounds. Occasional travel may be required.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

45% Perform the more complex analytical studies related to the development of business requirements and implementation of statewide fiscal and accounting systems, including but not limited to the California Automated Travel Expense Reimbursement System and AIS. Generate documentation, procedures, and business requirements to be used for the enhancement of the current system and/or the acquisition of future systems. Plan, develop and implement technological solutions to support DOJ's mission. Initiate service requests and work closely with California Justice Information Systems (CJIS) programmer staff and consultants regarding system modifications and the interpretation and integration of accounting rules and needs into the Accounting Information System (AIS). As directed by management, develop

Associate Administrative Analyst (Accounting Systems)

Revised 1/2026

accounting operational policies. Participate with other staff within the Accounting Office and other units within DOJ on projects regarding the development and implementation of fiscal and accounting related systems.

- 30%** Design, develop, and analyze specifications for the creation and/or modification of databases, spreadsheets, and other PC based software that track information shared with other users. Provide quality and timely information and reports as requested by accounting, program, and management staff. Work with vendors, control agencies and data centers to set criteria required to implement the electronic exchange of data.
- 15%** In addition to collaboration with system programmers and consultants, work with the staff of the Budget Office, Office of Human Resources, and Accounting Office to develop and improve the distribution of fiscal information and reporting. Provide a broad scope of complex AIS technical assistance on-site and through the Fiscal Systems Unit email box. Work with the Information Technology Supervisor I to develop training materials and conduct formal classroom training for new and existing systems when necessary. Troubleshoot daily operations.
- 5%** Coordinate and maintain uniformity in DOJ's accounting and reporting system(s) to ensure conformity and compatibility with the Uniform Code Manual account classification and code structure. Work with the Information Technology Supervisor I, CJIS programmer staff, consultants, internal clients and control agencies to ensure compliance with state, federal and Generally Accepted Accounting Principles (GAAP) requirements. Research legislation pertaining to fiscal matters and make analytical evaluations and consult with management regarding the implementation of system changes due to passage of new state and federal legislation or rules affecting the AIS. Changes include those involving the departmental budget, federal grants reporting, and income tax reporting for employees and vendors.

MARGINAL FUNCTIONS:

- 5%** Support, and perform AIS file updates for use in the preparation of year end accounting documents and for use in the "opening" of the new fiscal year.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Assistant Administrative Analyst (Accounting Systems)

Revised 1/2026

Page 1

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Assistant Administrative Analyst (Accounting Systems)

POSITION NUMBER: 420-023-5306-xxx

UNIT: Fiscal Systems Unit

SUPERVISOR: Information Technology Supervisor I

STATEMENT OF DUTIES: The Assistant Administrative Analyst (Accounting Systems) will assist with performing the less complex technological studies related to the implementation of departmental and statewide fiscal and accounting systems. This incumbent works with the Fiscal Systems Unit staff, providing guidance and recommendations to management on the impacts of new systems and designs solutions to support the Department of Justice (DOJ) mission, while advising management on accounting fiscal system problems. The Assistant Administrative Analyst also corresponds with control agencies and data centers to set criteria required to implement the electronic exchange of data. The incumbent will maintain current databases essential to the completion of work processes within the Accounting Office and other units within DOJ.

SUPERVISION RECEIVED: Under supervision of the Information Technology Supervisor I.

SUPERVISION EXERCISED: None.

WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

- 45%** Perform Accounting Information System (AIS) table maintenance. Primary contact for AIS technical assistance on-site and through the Fiscal Systems Unit email box. Assist with the generation of the less complex documentation, procedures, and business requirements to be used for the enhancement of the current system and/or the acquisition of future systems. Participate with other staff within the Accounting Office and other programs within the DOJ on projects regarding the development and implementation of fiscal and accounting related systems.
- 30%** With supervision and oversight, design, develop, and analyze specifications for the creation and/or modification of databases, spreadsheets and other PC based software that track information shared with other users. Provide quality and timely information and reports as requested by accounting, program and management staff. With supervision and oversight, design and develop training materials and assist with conducting formal classroom training when needed for new and existing systems and programs.

Assistant Administrative Analyst (Accounting Systems)
Revised 1/2026

20% Maintain and troubleshoot issues in existing databases (e.g. Creditron, Access databases, etc). Maintain office equipment such as printers, copiers, check scanners, and envelope insert machines., Initiate service requests when needed. With supervision and oversight, update intranet content provided by Accounting unit staff.

MARGINAL FUNCTIONS:

5% Assist, support, and perform AIS file updates for use in the preparation of year end accounting documents and for use in the “opening” of the new fiscal year.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____