

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Clear

Save As

Print

Type of Duty Statement: Proposed

Revision Date: 03/19/2026

1. Position Information

A. Employee Name:

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
----------------------------	-----------------	----------------	---------------------------

817-622-4588-007	R01	2	03/19/2026
------------------	-----	---	------------

F. Classification Title:	G. Working Title:
---------------------------------	--------------------------

Associate Accounting Analyst	LCSA Claims Specialist
------------------------------	------------------------

H. Division:	I. Branch/Section/Unit:
---------------------	--------------------------------

Administrative Services	Accounting Services Branch, Federal Reporting, Fiscal Services & LCSA Claims Unit
-------------------------	---

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

A. Special Requirements Description, as applicable:

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? Yes No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

3. SUPERVISION

A. Supervision Received:

The Associate Accounting Analyst is under the general supervision of an Accounting Administrator I (Supervisor).

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under the general supervision of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) is responsible for utilizing technical expertise and analytical skills in the performance of the more complex accounting duties. The incumbent is responsible for independently reviewing and analyzing expenditure data from Local Child Support Agencies (LCSAs) and processing monthly and special advances to the LCSA. The incumbent will act as a subject matter expert for LCSA claim related issues and modifying and automating the current claim processes as required.

<p>A. Percentage of Time Performing Duties</p>	<p>B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).</p>
---	--

ESSENTIAL FUNCTIONS

<p>IT Domain: <i>Check All That Apply</i></p>	<p>FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY</p> <table border="0"> <tr> <td><input type="checkbox"/> Business Technology Mgmt.</td> <td><input type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input type="checkbox"/> IT Project Mgmt.</td> <td><input type="checkbox"/> System Engineering</td> </tr> <tr> <td><input type="checkbox"/> Information Security</td> <td><input type="checkbox"/> Client Services</td> </tr> </table>	<input type="checkbox"/> Business Technology Mgmt.	<input type="checkbox"/> Software Engineering	<input type="checkbox"/> IT Project Mgmt.	<input type="checkbox"/> System Engineering	<input type="checkbox"/> Information Security	<input type="checkbox"/> Client Services
<input type="checkbox"/> Business Technology Mgmt.	<input type="checkbox"/> Software Engineering						
<input type="checkbox"/> IT Project Mgmt.	<input type="checkbox"/> System Engineering						
<input type="checkbox"/> Information Security	<input type="checkbox"/> Client Services						

<p>40 %</p>	<p>Prepare claim schedules for the monthly LCSA advance and special advances as required. Code and upload claim information to FI\$Cal. In addition, will develop, test, and implement a new process to simplify the complex LCSA monthly advance process. Performs as a subject matter expert for the unit for claim-related issues and questions. This includes making sound decisions on many very complex issues. Will also respond to inquiries from management, department staff, and outside entities, including the LCSAs.</p>
-------------	--

25 %	Independently review, and analysis of current and supplemental quarterly Administrative Claims for LCSA expenditures, insuring accuracy, completeness, and timeliness in accordance with DCSS and Federal Government policies and regulations. Will perform audit checks to verify the integrity of the data, will follow up calls to internal DCSS units and/or the LCSAs and make adjustments to the amounts claimed when necessary. In addition, this position will analyze historical data to identify expenditure trends and variances.
20 %	Independently review and reconcile quarterly LCSA expenditure reports ensuring accuracy and resolving all identified discrepancies. Monitor and analyze BECA (Budget and Expenditure Claiming Application) output to ensure that it meets the evolving needs of both the Department and LCSAs. This will also require on going effort to ensure compliance with State and Federal Regulations an require familiarity with the reporting requirements of the OCSE 396.

10 %	Prepare bank deposits, report of collections, and enter information to FI\$Cal and deposit funds to the on-line bank website. Identify and log warrants received as repayments of non-sufficient funds checks for further processing. Respond in writing or verbally to inquiries from departmental staff and outside entities regarding deposits processed.
%	

MARGINAL FUNCTIONS

5 %	Input accrual information to assist in the preparation of the Department's year-end financial statements. The incumbent may also be required to backup various complex duties within the unit to assist with team coverage during heavy workload periods. Other duties as required, including attending meetings, filing, and special projects.
100 %	TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

The incumbent works under the general supervision of the Accounting Administrator I (Supervisor). Duties are performed independently and in work group settings. The incumbent exercises judgment in developing fiscal policy, leading, and participating in system change request processes. Poor judgment and decisions in these areas may result in posing risk to federal and state funding and potential audit findings.

B. Personal Contacts:

Incumbent may have daily contact with peers and management within the Administrative Services Division. In addition, the incumbent has frequent contact with program staff, managers, and LCSAs.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: Yes No

If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	

DUTY STATEMENT

ASD 046 (REV. 6/2022)

Type of Duty Statement:

Revision Date:

1. Position Information

A. Employee Name:

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
----------------------------	-----------------	----------------	---------------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

F. Classification Title:	G. Working Title:
---------------------------------	--------------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

H. Division:	I. Branch/Section/Unit:
---------------------	--------------------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

Physical Requirements (Attach HSS 465-A)
 Bilingual Fluency (Non-English Language) - Specify Below
 Background Check Requirements
 Other - Specify Below

A. Special Requirements Description, as applicable:

B. Conflict of Interest Required (Gov. Code 87300, et seq.)?	Yes	No
---	------------	-----------

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

3. SUPERVISION

A. Supervision Received:

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:
Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

Business Technology Mgmt.
IT Project Mgmt.
Information Security

Software Engineering
System Engineering
Client Services

%

%

%

%

%

MARGINAL FUNCTIONS

%

%

TOTAL

5. WORKING ENVIRONMENT AND CONDITIONS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

B. Personal Contacts:

--

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: **Yes** **No**
If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	