

**DUTY STATEMENT**

Duty Statement  
Supervisory / Managerial Classifications

State Compensation Insurance Fund

Employee's Name (First, Last)	
Program <i>Financial Reporting and Systems</i>	Work Unit <i>Accounting</i>
Position's Authorized Classification (and Range) <i>Accounting Administrator II</i>	Report To <i>Accounting Administrator III</i>
Position Title <i>Insurance Accounting Manager</i>	Position Serial Number <i>###.###</i>
Incumbent Appointment Classification (and Range)	CBID <i>S01</i>
	FLSA Status <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

**PURPOSE/SCOPE:**

**Briefly describe or summarize the position's major functions. Why the position exists?** Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive\*\*, and complex\*\* (*level of work*) analytical and consultative work necessary to effectively administer the program's \_\_\_\_\_ function (*reason for the position*).

\*\* "Sensitive" and "Complex" should be defined

Under the general direction of the Senior Insurance Accounting Manager (Accounting Administrator III), the Insurance Accounting Manager (Accounting Administrator II) will:

- Act as Chief Accountant for the State Fund.
- Coordinate and ensure the accurate and timely reporting of State Fund's financial information in conformity with accounting practices prescribed or permitted by the California Department of Insurance or the State Controller's Office, and in accordance with Statements of Statutory Practices and Principles/or Generally Accepted Accounting Principles (GAAP).
- Provide accounting and analytical information to the State Fund Controller, EVP, CFO and EC as required.
- Implement Internal Controls policies and procedures and support external as well as internal audits.
- Work with the Controller to identify and implementation strategies for the goals, objectives, and work standards for the Accounting Unit, in accordance with State Fund HR and CalHR principles and regulations.
- Serve as Finance SME and assign resources and/or complete corporate projects of a highly complex and sensitive nature.
- Oversee GL Accounting and other Finance Systems, ensure proper systems operation, effective maintenance, and system upgrades and enhancements.
- Participate in the Department RFP, RFI, or RFQ processes when soliciting for potential vendors that will provide training.
- Ensure compliance with all State Fund mandatory training by subordinate managerial and rank in file staff.

**Supervisor's Statement:** I have discussed the duties of the position with the employee

Supervisor's Name (Print)	Supervisor's Signature	Date
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**Employee's Statement:** I have discussed with my supervisor the duties of the position and have received a copy

Employee's Name (Print)	Employee's Signature	Date
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Duty Statement Origination or Revision Date April 14, 2026

**KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position in order of their importance to achieve the purpose/scope of the position.**

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will:

- Establish and maintain effective working relationships, foster teamwork and uphold principles of integrity in the workplace.
- Maintain high quality customer service by enforcing high standards, identifying trends and recommending procedural and systems improvements;
- Follow high professional and ethical standards, and actively implementing State Fund's Personnel Policies and Guidelines;
- Maintain a safe work environment;
- Maintain professional and technical knowledge through educational opportunities and participating in professional societies.

*The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.*

45%

- 1) Coordinate and ensure the accurate and timely reporting of State Fund's financial information in conformity with accounting practices prescribed or permitted by the California Department of Insurance or the State Controller's Office, and in accordance with Statements of Statutory Practices and Principles/or Generally Accepted Accounting Principles (GAAP). (This is an essential function of the job)
  - a. Plans, organizes and directs the financial close cycle and accounting activities of the Department by managing, directing and evaluating the operations of the resources in order to ensure the accurate and timely reporting of State Fund's financial information as prescribed by the California Department of Insurance, the State Controller's Office, and in accordance with prescribed accounting practices such as Statements of Statutory Practices and Principles/or Generally Accepted Accounting Principles (GAAP).
  - b. Plans, reviews, and/or prepares internal and external reports, schedules, and statements.
  - c. Develop expertise in assigned areas (e.g. premium, investments, losses, loss adjustment expenses, etc.). Updates job knowledge by participating in educational opportunities, reading professional publication, and participating in professional organizations. Transfer knowledge expertise to direct reports.
  - d. Develop, enforce, and maintain accounting policies and procedures. Maintain Chart of Accounts and oversee the account reconciliation process.
  - e. Guides other departments by researching and interpreting prescribed accounting practice/policy, applying observations and recommendation to operational issues.
  - f. Maintain and strengthen existing external and internal client relationships (e.g. external/internal auditors, vendors, State Fund managers, etc.). Develop new client contacts and relationships. Recognize opportunities to provide additional services to existing clients.
  - g. Plan, administer and/or participate in departmental and/or enterprise wide finance training.

25%

- 2) Recruit, supervise, direct, train, and develop subordinate supervisors. Provide guidance and support to the frontline supervisors in the development of rank & file staff.  
(This is an essential function of the job)
  - a. Recruit, supervise, direct, train, and develop subordinate supervisory staff. Provide opportunities for growth and upward mobility. Provide guidance to subordinate supervisor(s) on personnel administration issues, establish work rules and acceptable level of performance. Ensure effective transfer of knowledge on State Fund and CA HR rules and regulations to ensure there is a strong informed staff and managerial team in place.
  - b. Coach and mentor general accounting staff; assigns work according to availability, skills and developmental needs; assesses performance and provides feedback to direct reports.

20%

- 3) Oversee core financial and related systems, ensure proper systems operation, effective maintenance, and system upgrades and enhancements. Meet with the Controller regularly to ensure standards and expectations are clear in meeting objectives.  
(This is an essential function of the job)
  - a. Manage the development, implementation, and maintenance of core financial and related systems for compliance with financial and management reporting.
  - b. Improve existing core financial and related systems and procedures, including coordination with other units to ensure all aspects of the department's functions and directives are correctly and effectively operating.

5%

- 4) Develop and enforce established fiscal and internal controls  
(This is an essential function of the job)
  - a. Ensure State Fund Finance integrity and compliance by understanding current and proposed legislation; enforcing accounting regulations; developing and implementing effective internal controls. Implement Internal Controls policies and procedures and support external and internal audits.

5%

- 5) Provide accounting and analytical information to the State Fund Controller, EVP, CFO and EC as required  
(This is an essential function of the job)
  - a. Provide information and recommendations to Management and Executive on highly sensitive and complex accounting/budgeting issues in order to comply with the most current Audits, and DOI policies and requirements, and/or other statutory mandates. Provide and interprets data from accounting records as required by management.

100%

## REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

### KNOWLEDGE AREAS:

- Proficient knowledge of principles, practices, procedures and techniques of personnel management to ensure effective operations of the department
- Proficient knowledge of work process improvement methodologies to ensure efficiency within assigned area of responsibility
- Proficient knowledge of State Fund auditing policies and procedures

Proficient knowledge of State Fund structure, Corporate and regional functions

Proficient knowledge of the nature and function of State Fund relationships with CA State entities

Proficient knowledge of CA workers' compensation insurance rules and regulations

Proficient knowledge of a manager's role in the Equal Employment Opportunity program and the process available to meet its goals

Proficient knowledge of principles of business management, including office methods and procedures

Proficient knowledge of State Fund Business in particular Claims and Underwriting

Proficient knowledge of State Fund Finance software applications

Working knowledge of financial database systems and principles of data organization and processing

Working knowledge of project management principles

Working knowledge of State Fund standard software applications, specifically, Microsoft Word, Microsoft Visio, Microsoft Project and Microsoft Excel

-Proficient knowledge of Statements of Statutory Practices and Principles, and Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles.

-Knowledge of accounting systems and financial organization and procedures and related laws, rules and regulations applicable to State Fund financial reporting

-Knowledge of systems development lifecycle including client interfacing, requirements gathering, implementation, production support, installation and migration

### **SKILLS/ABILITIES:**

Apply Statutory Practices and Principles, and Generally Accepted Accounting Principles (GAAP) and procedures to State Fund Accounting

Disseminate changes in Statements of Statutory Accounting and GAAP Principles across the department and ensure the department policies and procedures are up to date

Analyze financial statements, audit reports, and variances in financial statements, and recommends and/or initiates appropriate action

Develop strategic and tactical plans to implement the goals, objectives, and strategies for the Accounting department

Assess reliability of systems and internal controls, implement change and remedies to ensure compliance with the Model Audit Rule

Plan, organize, direct and assess the work of others

Prepare clear, complete, and concise reports

Understand team dynamics and foster good relationships

Provide strong leadership and create an environment that encourages innovation, creativity and values different perspectives

Recognize talent, select and develop the staff in a diverse workforce

Delegate effectively and establish clear expectations and acceptable performance

Motivate staff

Manage discipline and deal with conflict

Manage multiple projects, while maintaining high attention to detail, and strict time management

Conduct research to obtain information necessary to make decisions appropriate to operational functioning and program goals

-Analyze situations accurately, draw sound conclusions and adopt an effective course of action and independent decision-making; Communicate with and collaborate effectively across departments; build and nurture relationships up, down, and across.

-Listen and invest time and resources to develop within the department a passion to do the right thing with a commitment to integrity and excellence in customer service;

-Conduct effective employee performance appraisals to provide subordinate staff information regarding their performance and levels of expectations in a timely and effective manner.

-Determine and establish priorities and service levels for direct reports in order to meet both long-term objectives and short-term demands.

-Develop processes, procedures, and local policies to provide for the effective operation of the assigned operation.

-Develop training programs appropriate to the topic being covered to ensure direct reports receives proper development.

-Establish goals and objectives to ensure clarity and direction for assigned operation based on corporate objectives.

-Follow written and verbal directions related to work assignments/tasks needing to be completed to perform job related tasks.

- Foster respect for cultural, race, and gender diversity, as well as other individual differences among individual subordinate staff members.
- Introduce changes in the program in a positive manner to gain buy-in from employees and to ensure assigned operation runs smoothly.
- Make presentations to employees and management on issues related to departmental programs and services.
- Monitor work of subordinate staff on a continual basis to ensure that it meets performance expectations.
- Oversee the implementation of new and/or revised processes, procedures, and policies to ensure acceptance and minimal disruption to staff.
- Promote positive, cooperative, professional working relations among staff to ensure operation functions smoothly.
- Promote teamwork and collaboration among assigned staff to effectively achieve operational and program goals.
- Provide challenging work assignments to staff in order to develop employee expertise and maintain employee interest in the job.
- Provide coaching to subordinate staff relating to the tasks of the job to improve performance and productivity.
- Provide training to direct reports relating to the tasks of the positions in the operation.
- Provide work assignments that require teamwork within the program to establish a more cohesive and productive environment.
- Recognize the efforts and accomplishments of staff and appropriately acknowledge employees' successful performance.
- Resolve disagreements and conflicts between staff members in order to achieve a harmonious, productive environment.
- Resolve performance issues by planning and implementing measures to improve employee performance.

## WORK ENVIRONMENT:

### Physical Requirements

Incumbent works in the usual office environment.

Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas

\*\*This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.\*\*

### Travel

Travel may be required.

Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Travel may occasionally be for extended periods.

Travel to various work sites and locations for training and/or meetings.

### Emergency call backs

Emergency call backs may be needed.

### Work Hours

Will occasionally involve work in the evenings.

**DUTY STATEMENT**

Employee's Name (First, Last)	
Program <b>Financial Reporting &amp; Systems</b>	Work Unit <b>Accounting Unit</b>
Position's Authorized Classification (and Range) <b>Accounting Administrator I (Supervisor)</b>	Report To <b>Accounting Administrator III</b>
Position Title <b>Accounting Supervisor</b>	Position Serial Number
Incumbent Appointment Classification (and Range) <b>Accounting Administrator I (Supervisor)</b>	CBID <b>S01</b>
	FLSA Status <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

**PURPOSE/SCOPE:**

**Briefly describe or summarize the position's major functions. Why the position exists?** Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive\*\*, and complex\*\* (*level of work*) analytical and consultative work necessary to effectively administer the program's \_\_\_\_\_ function (*reason for the position*).

\*\* "Sensitive" and "Complex" should be defined

Under the general supervision of the Senior Insurance Accounting Manager (Accounting Administrator III), the Accounting Supervisor (Accounting Administrator I (Supervisor)) will:  
 Act as the Assistant Chief Accountant for State Fund. Manages State Fund's financial reporting processes & the analysis of financial data. Manage the Automated General Ledger System & other supporting Accounting/Fiscal systems in order to assure accuracy of the financial data being produced by the Unit. Provide accounting and analytical support to the Accounting Manager & Financial Reporting & Systems Program Manager. Plan, organize, & direct rank-in-file staff on continuously improving the financial close process. Personally perform & complete corporate projects of a highly complex or sensitive nature.

\* In all aspects of the performance of these duties, the incumbent will:

Establish & maintain effective working relationships & uphold principles of integrity in the workplace. Provide quality customer service in a timely manner by taking "ownership" of each customer contact to address needs, endeavor to meet State Fund objectives, & help in the retention of all State Fund customers as appropriate. Follow State Fund's Equal Employment Opportunity principles. Maintain a safe work environment. Defend State Fund against fraudulent activities. Maintain regular & predictable attendance & communication availability during working hours.

**Supervisor's Statement:** I have discussed the duties of the position with the employee

Supervisor's Name (Print)	Supervisor's Signature	Date
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**Employee's Statement:** I have discussed with my supervisor the duties of the position and have received a copy

Employee's Name (Print)	Employee's Signature	Date
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Duty Statement Origination or Revision Date April 28, 2026

**KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position** in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

*The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.*

45%

- 1) **Oversee, monitor, and guide the Financial Reporting Processes and the General Ledger System in order to ensure State Fund’s financial statements are prepared in conformity with accounting practices prescribed or permitted by the California Department of Insurance or the State Controller’s Office with appropriate internal controls. (This is an essential function of the job)**
  - a. Apply the most up-to-date Statements of Statutory Practices and Principles/or Generally Accepted Accounting Principles (GAAP) to the production of financial statements and reports.
  - b. Draft or review State Fund’s annual Audited Financial Statements for review and “sign off” by our External Auditors, and for completing the GAAP financial statements for the State Controller’s Office.
  - c. Ensure all financial statements and financial analyses are completed in a timely manner to meet the due dates established by the Regulatory Agencies, Executive Management, and the Auditors.
  - d. Document variances in financial statements and submit to the Accounting Manager and the Program Manager.
  - e. Maintain the Automated General Ledger in order to ensure accurate and timely production of all financial statements and reports.
  - f. Develop and maintain an up-to-date Chart of Accounts which is reflective of current Statutory Accounting Practices and Principles that meets the needs of State Fund.
  - g. Maintain an up-to-date understanding of the prescribed or permitted by the California Department of Insurance, and in accordance with the National Association of Insurance Commissioners’ Accounting Practices and Procedures Manual.
    - i. Review the annual Statements of Statutory Accounting Principles each year to ensure a full and up-to-date understanding of the current Statutory accounting rules and of any changes that have taken place since the prior year.
    - ii. Read, analyze, understand and share with the staff communications from the NAIC and DOI regarding both proposed and current accounting regulations.
    - iii. Ensure the Unit’s policies and procedures adhere to the current Statutory Accounting Principles and Procedures.
    - iv. Coordinate effective training for the Financial Reporting and General Ledger units each year to ensure the staff fully understands all Statutory Accounting Principles and Procedures and the rules/guidelines for completing the quarterly and annual Statutory Statements to the DOI and the NAIC.
    - v. Ensure all Unit procedures and guidelines are current and reflect the most up-to-date statutory accounting rules.
  - h. Develop and enforce established fiscal and internal controls within the Accounting Unit.
    - i. Access to State Fund systems will only be provided to staff if necessary to perform current job duties. Access will be reviewed at least quarterly to ensure appropriate access is maintained at all times.
    - ii. Develop and maintain up-to-date policies and procedures for the Financial Reporting and General Ledger units, as well as develop and enforce Corporate and Operating Policies/Guidelines.
    - iii. Ensure internal controls are maintained in order to comply with the NAIC’s Model Audit Rule (MAR).

- iv. Evaluate and implement all Audit recommendations from State Fund's External Auditors and the Department of Insurance in order to ensure State Fund's financial statements and reports are of the highest quality and reflect the highest level of internal controls.
- v. Maintain up-to-date Accounting Policies, Guidelines, Processes and Procedures and ensure all Accounting staff adheres to those documents.
- vi. Ensure appropriate segregation of duties is maintained at all times and that appropriate levels of approvals are secured before posting any manual entry to the Automated General Ledger.
- vii. Ensure appropriate audit trail reports are maintained and available to the auditors and/or Senior Management when requested.
- i. Provide financial data and financial analyses with supporting documentation to the Accounting Manager and the Program Manager on a regular basis, as well as in response to one-time special requests.
  - i. Provide Accounting expertise and/or support to the Accounting Manager and the Program Manager and to the State Fund organization as necessary.
  - ii. Participate on special projects as requested by the Accounting Manager and the Program Manager.
  - iii. Develop, document and maintain records of State Fund's historical financial statements and reports, as well as variance analyses.

35%

2) Supervise, recruit, train, and develop immediate subordinates in the Accounting unit.  
(This is an essential function of the job)

- a. Develop and implement the goals, objectives, and work standards for the Unit.
- b. Apply State Fund's Personnel Policies and Guidelines and consult with Human Resources where necessary to obtain clarification as necessary to develop an appropriate course of action.
- c. Perform administrative duties as the Assistant Accounting Manager and provide support to the Accounting Manager and the Program Manager when requested. In the absence of the Accounting Manager, act as Accounting Manager, when directed.
- d. Recruit and hire subordinate staff
  - i. Begin the hiring process upon knowledge of a vacancy.
  - ii. Recruit and interview in a fair and impartial manner and according to State civil service and State Fund procedures and guidelines for hiring.
  - iii. Keep Accounting Manager apprised of vacancies in the unit and efforts to fill.
  - iv. Participate in job fairs, testing and interview panels
- e. Job descriptions and performance plans
  - i. Regularly review job descriptions and performance plans for staff and update as changes occur in workflow, responsibilities and corporate initiatives. Discuss revisions with staff.
  - ii. Discuss job descriptions and performance plans with new hires.
- f. Training and development
  - i. Develop, coordinate and participate in entry-level training for newly hired staff.
  - ii. Provide and monitor training to ensure staff receives instruction and coaching to proficiently perform assigned responsibilities.
  - iii. Coordinate training and career development as part of the appraisal process and in consultation with the Accounting Manager.
  - iv. Participate in the RFP, RFI, or RFQ processes when soliciting for potential vendors that will provide training
- g. Appraise and discipline staff
  - i. Provide timely probationary and annual performance appraisals
  - ii. Provide feedback, training, and discipline as necessary and appropriate to improve performance or correct performance deficiencies
    - a. Document and follow-up on all employee performance deficiencies or other personnel issues.
    - b. Keep Accounting Manager apprised
- h. Respond to grievances and complaints as needed
- i. Ensure personnel safety
  - i. Maintain safe working conditions and procedures, according to corporate safety guidelines and applicable laws.
  - ii. Take immediate, appropriate action when notified of any unsafe condition, potential threat to employee safety and health or ergonomic need.

iii. Report work injuries or accidents immediately. All reporting forms will be completed in compliance with State Fund guidelines.

iv. Ensure that assigned and unit equipment is operated in a safe manner and maintained in good working order.

v. Ensure that appropriate tools and work environment are provided to ensure efficient and safe operations.

vi. Take immediate and appropriate action when notified of any unsafe conditions or ergonomic needs

j. Request overtime and monitor usage

k. Monitor and comply with all of State Fund's mandatory trainings

20%

3) 3. Identify and implement needed process improvements and participate in the development or changes of new financial applications with the project teams. (This is an essential function of the job)

a. Review current processes, determine necessary improvements, and implement them in order to address efficiency and quality of financial reporting.

b. Recommend changes and enhancements to current financial applications.

c. Provide project teams with current accounting rules and regulations when requirements are being developed, and ensure compliance before "sign-off".

d. Evaluate or recommend new systems that may improve and enhance the financial statements and reports being produced by State Fund.

e. Maintain excellent working relationships with IT staff, IT consultants and outside vendors who offer software products.

f. Make recommendations to IT in relation to Systems Development Projects.

g. Participate on IT and other Project Teams representing Financial & Reporting Systems.

h. Develop appropriate business requirements, reviews systems designs, tests new systems, and recommends final sign off on projects which are related to the areas being managed.

i. Coordinate with Information Technology consultants and outside consultants in the development of projects. Provide Accounting expertise to IT project teams.

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4)

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5)

100%

## REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

### KNOWLEDGE AREAS:

Proficient knowledge of principles, practices, procedures, and techniques of personnel management to ensure effective operations of the Unit.

Proficient knowledge of Statutory and Generally Accepted Accounting Principles and Procedures.

Proficient knowledge of work process improvement methodologies to ensure efficiency within assigned area of responsibility.

Working knowledge of a manager's role in the Equal Employment Opportunity program and the process available to meet its goals.

Working knowledge of State Fund's Policies and Procedure.

## SKILLS/ABILITIES:

Skill to develop strategic and tactical plans to implement the goals, objectives, and strategies for the Accounting Unit.

Skill to direct the application of Accounting Principles and Practices to ensure compliance with Statutory and GAAP Accounting standards.

Skill to introduce change in a positive and constructive manner in order to gain buy-in from staff.

Ability to implement necessary Fiscal and Internal Controls to ensure compliance with the Model Audit Rule.

Ability to maintain high ethical standards and demonstrate personal integrity at all times.

Ability to analyze financial data, draw sound conclusions, and compose professional reports/communications summarizing findings and conclusions.

Ability to make sound decisions and recommendations regarding the functional areas being managed.

Ability to communicate tactfully and effectively, both verbally and in writing.

Ability to effectively contribute to the department's equal employment opportunity objectives.

Ability to coordinate with departmental management, control agencies and other specialists to determine reporting requirements to manage the design, development and implementation of new systems.

Ability to coordinate with Information Technology to test and implement accounting system related changes.

Ability to work within tight and ever changing deadlines.

Ability to provide quality customer service in a timely and efficient manner.

Ability to adapt to changing environment, including ever changing technologies.

Ability to establish and maintain effective and cooperative relationships with clients, subordinates, peers and Senior Management.

Highlight to select and enter additional Skills/Abilities

## WORK ENVIRONMENT:

### Physical Requirements

Primarily works in office setting requiring computer data entry activities, a stationary position such as sitting, light lifting, reaching, carrying, and occasional bending and mobility to various work areas within the office.

Maintain a safe work environment

\*\* This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter. \*\*

### Travel

Travel may be required.

Travel may occasionally be for extended periods.

Travel to various work sites and locations for training and/or meetings.

### Emergency call backs

Emergency call backs may be needed.

### Work Hours

Maintain regular and predictable attendance and/or communication availability during working hours

Will occasionally involve work in the evenings.

