

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title Analyst III	Board/Bureau/Division California Board of Accountancy
Working Title Regulatory Specialist	Office/Unit /Section / Geographic Location Administration / Sacramento
Position Number 615-210-5402-xxx	Effective Date /

General Statement: Under the direction of the Career Executive Assignment A (CEA A), the Analyst III serves as a project manager to research, consult and evaluate the programs within the California Board of Accountancy (CBA) to determine the need for proposed and revised regulations. The incumbent will develop all CBA regulations and evaluate the effect of newly approved regulations on CBA programs. The incumbent acts authoritatively and possesses an expertise in CBA programs and promulgation of rulemaking packages. Duties include, but are not limited to the following:

A. Specific Assignments [w/Essential (E) and Marginal (M) Functions]

70% (E) Regulatory Analysis

- In consultation with the Department of Consumer Affairs' (DCA) Office of Legal Affairs, coordinates all rulemaking activity for the CBA. Functions as the CBA's subject matter expert in regulations as well as an expert in complex subject matter including licensing and enforcement. Drafts CBA sponsored regulations related to the accountancy profession with the assistance of legal counsel. (25%)
- Researches, develops and drafts all rulemaking documents including proposed text, Initial Statement of Reasons, STD Form 399 Economic and Fiscal Impact Statement, and the Notice of Proposed Regulatory Action in accordance with the Administrative Procedure Act (APA). (25%)
- Oversees the filing of documents with DCA and the Office of Administrative Law (OAL) to ensure CBA compliance with all statutory and regulatory requirements. Tracks the status of regulations through the rulemaking process. Prepares annual rulemaking calendar for submission to the OAL. (10%)
- Sets up and attends public hearings, reviews both written and oral public comments to determine if any changes to the language are necessary, prepares the rulemaking file. Once the package is approved by OAL, ensures that the new regulations are publicized in accordance with the APA. Responds to public inquiries regarding the contents of proposed regulations and the rulemaking process.(5%)
- Provides expertise as a resource to CBA staff concerning the regulatory process and interpretation of existing regulations. Prepares regulatory status reports for CBA meetings. (5%)

20% (E) Policy/Procedures and Report Analysis

- Develops and drafts CBA policy and procedures related to new regulations. Provides consultation and guidelines to CBA management to ensure consistent implementation and application of policies and procedure changes due to new regulations. Develops and recommends new approaches and revisions to procedures and processes as a result of legislative mandates.
- Drafts responses and suggested replies to inquiries for the executive staff and the CBA members regarding the potential or existing impact of proposed or current regulations. Reviews and analyzes exposure drafts to determine impact on CBA statutes and regulations and coordinates responses accordingly.
- Drafts significant portions of major reports (including the CBA's Sunset Review Report) related to key regulatory issues.

- Drafts informational documents on new or proposed regulations for mailing to all licensees and posting on the CBA's website. Provides vision, leadership, technical assistance and direction to the development of the CBA's regulation analysis for intergovernmental relations with federal, state, county and district level government, especially the California State Legislature.
- Reviews and edits analyses, letters, information sheets, forms, and other documents prepared by other CBA staff for accuracy and consistency with current regulations.
- Develops analyses and issue papers for consideration by the CBA and CBA committees.
- Oversees and coordinates the preparation of the CBA's publication of regulations. Aids in the updating of the Accountancy Act and regulations for posting on the CBA's website and distribution to staff, CBA and Committee members, and the public. Reviews and compiles news articles relating to current rulemaking and distributes to appropriate staff.

10% (M) Backup to Legislative Coordinator

- Serves as backup to the Legislative Coordinator. Assists with reviewing and analyzing proposed legislation and related policy documents. Assists with recommending CBA positions on proposed legislation to the Executive Officer. Assists with preparing and delivering presentations to CBA members on legislative matters.
- Assists with the drafting of CBA sponsored legislation related to the accountancy profession with the assistance of legal counsel. Assist with preparing legislative proposals and background materials for presentation to the Legislature, as well as assisting with preparation of materials and testimony for the Executive Officer and CBA members to present at Legislative hearings. Assists with drafting letters to legislators, other regulatory agencies and other organizations communicating the CBA's position on legislation and other key issues.
- Assists with meeting legislators and legislative consultants to develop understanding of various legislation of CBA interests. Attends legislative hearings and serves as backup to testify if the Legislative Coordinator is unable to testify on behalf of the Executive Officer.

B. Supervision Received

The Analyst III is under the direction of the CEA A and may also receive assignments from the Executive Officer.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The Analyst III has frequent contact with CBA and Committee members, DCA's Legal Affairs Office and the Office of Administrative Law.

F. Actions and Consequences

Failure to properly perform the functions of the position would greatly hinder the CBA in properly interpreting and evaluating legislation that would affect the Accountancy profession and its clients.

G. Functional Requirements

No specific physical requirements are present: the incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the needs of the office. The incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel is required to attend CBA, Committee and task force meetings in both Northern and Southern California. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Incumbent will travel to the meetings via auto if the meeting is local and by air if the meeting is in Southern California. Meetings are either one or two days long.

H. Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to DCA management needs. Travel is required between six and eight times a year to attend CBA, Committee meetings, and task force meetings. This position has access to confidential or sensitive information related to consumers of CBA services and/or employees of the CBA. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Conflict of Interest (COI)

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (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 discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

_____, Analyst III
Printed Name, Classification

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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Deanne Pearce, CEA A
Printed Name, Classification
Update: April 2026