DUTY STATEMENT

☒CURRENT ☒PROPOSED

RPA Number: **HRC0001190**	Classification/CBID: **Associate Accounting Analyst**	Position Number: **810-820-4588-033**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full time**	Intermittent Hours Per Month:
Program/Division: **Financial Planning**	Branch/Section/Unit: **Cost Recovery and Billing**	Reporting Location: **Headquarters**
Supervisor's Name: **Jason Xiao**	Supervisor's Classification: **Accounting Admin I (Sup)**	Position Telework Eligible: ☒YES ☐NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☐YES ☒NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the direction of the Accounting Administrator I, the incumbent independently performs the full level journey level, requiring independence and proficiency in handling complex and difficult assignments not limited to invoicing and billing, research and reports, system administration, administrative and other duties described below.

Essential Functions (Including percentage of time):

45%	**Invoicing and Billing** Analyze and track requests for site closeout, refund of advances, and cost adjustment including, but not limited to time sheet corrections, settlements, judgments, and disputes for accurate invoicing and billing. Perform duties associated with data maintenance in the Cost Recovery Management System (CRMS) and the Financial Information System for California (FI$Cal) to invoice billable parties for costs incurred by DTSC for services rendered under the Departments Brownfields and Environmental Restoration

	(Cleanups), Enforcement and Emergency Response Programs. Conduct pre-billing analysis consisting of research, development, monitoring, and resolution of unbilled and billed costs to identify projects for quarterly invoicing and projects that require additional research before invoicing. Analyze, prepare, and submit transmittal letters for required adjustments or corrections to Accounting to ensure receivables are accurately reported in the California State Accounting & Reporting System and match the transactions in CRMS. Analyze payment receipts and research unclear receipts for proper account posting in CRMS daily and provide system generated coding documents to Accounting to ensure receivables are accurately reported in FI$Cal and match the transactions in CRMS. Scan and maintain electronic project files with project related documentation such as agreements, financial correspondence, adjustments, notes, and payments in accordance with record retention policies. Issue invoices for routine billing to billable parties on a quarterly basis and issues bills with unique billing parameters on a contractual basis to generate revenue. as Act as the primary contact for responsible parties, DTSC project managers and analysts, DTSC legal counsel, and the Attorney General's staff on all matters related to the Cost Recovery Billing System.
35%	**Accounting Research and Reports** Follow-up unbilled costs in CRMS with program liaisons, research, reconcile, coordinate, and update CRMS as required to invoice. Assist program liaisons with CRMS account and activity analysis, reporting (CRMS reports such as Summary by Activity, ad-hoc reports), and documentation required for program management to request necessary adjustments to Office of Legal Affairs or Collections and Resolutions Unit. Research, analyze, interpret, and apply the most complex terms and conditions of settlements, consent decrees, and court orders to Cost Recovery Billing System to ensure that invoices, receipts, and account balances comply with agreement terms. Oversee the collection of supporting cost documentation for OLC litigation Analyze and document cost data in support of invoices. Respond to inquiries and requests regarding cost data. Develop special reports by extracting cost data from the Cost Recovery Billing System as required for management requests, including but not limited to unbilled costs, past due amounts, invoiced, and payments received reports.
5%	**Back-Up** Provides Cost Recovery Billing Unit billing services for other Cleanup region sites, school sites, and Hazardous Waste Management Program sites in the event of staff absences as needed. Provide coverage as back-up analyst for the primary contact for the Office of Environmental Information Management (OEIM), Cost Recovery Billing Unit staff, consultants, or other interested parties on matters regarding Cost Recovery Billing System including, but not limited to system design, functionality, capacity, limitations, restrictions, safeguards, business rules, system testing, Feasibility Study Report development, services procurement, and acceptance testing of the Cost Recovery Billing System. Function as a back-up for Cost Recovery Billing Unit Management and Settlements Reports, DO4 Reconciliation and the Earned Revenue/Reimbursement Reports.
5%	**Other Related Duties** Prepare responses to Public Record Act/Freedom of Information Act requests for information. Provide litigation support services in response to requests from DTSC's Office of Legal Counsel, Office of the Attorney General, and field staff requesting information regarding billing policies and procedures, billing system design and operation, internal controls, safeguards, and related matters regarding system data security and accuracy of output documents. Provide declarations and depositions and may be required to attend depositions or testify in legal proceedings. Serve as lead for special assignments.
5%	**Administrative Duties** The incumbent is responsible for administrative tasks including, but not limited to: adhere to Department policies, rules and procedures; ensure compliance with appropriate bargaining unit contract; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Daily Log system and submit timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Cost Recovery Billing System Administration** In coordination with Fiscal Systems and OEIM staff, downloads and reconciles monthly cost data into CRMS. Updates interest rates, indirect cost rates, activity code, CRBU intranet reports/data, and any other changes to system operations/output documents modified by change in policy or law. Coordinates

	with management, OEIM, and staff to manage and test the database. Develops or produces special reports to accommodate management needs.

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 15 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in a multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	☐**YES** ☐**NO**

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: mv Date Approved: 3/25/2026

Revision Date (if applicable): 3/25/2026