

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-110-5304-007
Classification: Associate Administrative Analyst (Accounting Systems)	Tenure/Time Base: Permanent/Full Time
Working Title: Travel Claims Specialist	Work Location: 1615 Capitol Ave, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/ Financial Management Division	Branch/Section/Unit: Accounting Operations Section/PO & Recon Unit/Travel Team

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the CDPH's mission and strategic plan by performing major analytical studies of the Department's accounting systems and complex accounting activities associated with auditing, reviewing and approving of travel expense reimbursement claims in the California Automated Travel Expense Reimbursement System (CalATERS) Global system. The Associate Administrative Analyst (AAA) (Accounting Systems) verifies, corrects, and posts financial transactions into the Financial Information System for California (FI\$Cal) to maintain the financial integrity of the departmental General Ledger and Accounts Payable records and serves as the liaison for the travel team responsible for responding to travel inquiries.

The incumbent works under the general direction of the Accounting Administrator I (Supervisor), of the Travel Team.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Performs major analytical studies of the Department's accounting systems. Provides recommendations based on studies. Advises management on accounting and fiscal issues. Develops and maintains a working knowledge of the FI\$Cal and the Department's Chartfields accounting information. Responsible for establishing new programs and maintenance of the Department's FI\$Cal Chartfields crosswalk information utilized by the Department's staff to ensure it meets the FI\$Cal criteria. Responds to inquiries from the Department of General Services (DGS) Statewide Travel Program, the state's contracted Travel Management Services (TMS) provider and Concur. Responds to inquiries from the California Department of Human Resources (CalHR) and the State Controller's Office (SCO). Utilizes advanced Excel skills to process and reconcile the monthly department paid travel expense credit card statements issued by the Travel Payment Services (TPS) provider along with reports from the contracted vendors and creates the FI\$Cal voucher to issue an Office Revolving Fund (ORF) check for payment. Communicates with all levels of department staff to review and collect all supporting documents required by SCO and creates a journal voucher to replenish the ORF payment issued to the TPS provider. Processes applications and maintains records for Individual Billed Travel (IBT) accounts. Reviews and resolves FI\$Cal error reports and processes FI\$Cal JV corrections.
- 30% Coordinates all activities required to implement, maintain and support the CalATERS System. Creates user profiles and maps detailed account codes associated with program travel expenses. Designs and maintains database systems to document additions, deletions, and changes to user access information and creates files to be interfaced by the SCO to FI\$Cal. Utilizes advanced Excel skills to optimize large data sets and modernize outdated tasks and processes for improved efficiency and accuracy.
- 20% Performs complex professional accounting duties in the establishment and maintenance of accounts and financial records, which includes posting expenditures related to travel in FI\$Cal. Reviews, analyzes, and approves travel advances, travel expense claims by researching, interpreting and applying rules and regulations in accordance with CalHR, DGS, and the State Administrative Manual (SAM), and in reference to the bargaining unit Memorandum of Understanding (MOU)'s, Management Memo's, and Department's policies. This includes claims and requests submitted through CalATERS Global. Maintains on-going review and audit of CalATERS Global transmittals and receipts. Completes various travel,

CalATERS Global, and FI\$Cal reports for reconciliation. Reviews prepaid payment vouchers and corrects prepaid voucher errors in FI\$Cal. Updates CalATERS prepaid Travel Advance vouchers with manual payment data into FI\$Cal. Provides updates on the weekly CalATERS Global Aging Report and serve as a back up to generate the report as needed. Processes ORF abatements and stop payment requests in FI\$Cal. Works closely with the Budget Office to process Moving and Relocation reimbursement claims for payment.

- 10% Approves Out of State (OST) airline reservations for OST Blanket and Individual Trip (ITR) request. Provides OST coverage, monitors and respond to the various travel related inboxes to ensure timely responses and action. Reviews separation and exit clearance notifications for outstanding travel advances. Sets up CalATERS and Concur profile accounts. Prepares year-end accruals and assists programs with accrual inquiries.

Marginal Functions (including percentage of time)

- 5% Assists in ongoing development and updating of internal desk procedures and process improvements within the Travel Team. Performs other work-related duties as assigned. Assists with other special projects related to the Accounting branch functions as required. Performs other job-related duties as required. Overtime during peak periods, such as year-end, may be required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 5/2/25