

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-800-4177-001		MCR / HCR 1	
DIVISION / UNIT Business Services Division Accounting Department		CLASSIFICATION TITLE Accountant I (Specialist)			
		WORKING TITLE Accountant I (Specialist)			
		TIME BASE / TENURE	CBID	WWG	COI Yes ☐ No ☒
		R01		2	
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 10/1/2025	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
Employees in these positions need basic knowledge of accounting principles and practices; however, the kind and level of difficulty of the work performed does not require full professional competency and the completion of a professional accounting curriculum or its equivalent.					
Positions in this class are not supervisory but may exercise "lead" responsibilities.					
Incumbents may have ongoing contact with program managers, field office cashiers, accounting control and cost accounting sections. May have some contact with control agencies, local governmental jurisdictions, and Federal Government employees.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direction of the Senior Accounting Officer (Supervisor), the Accountant I (Specialist) shall maintain a strong knowledge of practices, policies and procedures of the Accounting Office. Duties include an ability to review information and process data according to applicable rules and procedures of the Trust/Support functions of the Accounting Office. The ability to accurately record, receipt, track, and log paperwork, forms and other information is essential. Additional duties and functions may be assigned as needed. The Accountant I (Specialist) shall have knowledge of all Support and Trust functions of the Accounting Office. Duties include but are not limited to:					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.				
45%	Data Entry: Incumbents shall receive and process several requests, including deposits, withdrawals (TWO's), inmate pay, and Inmate appeals (CDCR 22's). These processes require the use of data entry skills as well as the ability to review documentation for accuracy.				
25%	Customer Service: Incumbents shall provide quality customer service, including the processing and distribution of employee payroll. In addition, the Accountant I (Specialist) shall assist at the front counter as necessary to address staff needs related to employee or inmate matters.				

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15%	Specific Duties: Can Supervised Individuals, Restitution, Incarcerated Individual Pay, Group Sales, and any other function as needed.	
10%	Reports: Maintain daily, weekly and monthly reports and ledgers as required by your individual desk procedures.	
05%	Assignment of Duties: The Senior Accounting Officer (Supervisor) will, from time to time, outline new responsibilities for a specific desk and/or Accountant I (Specialist). Individuals will be cross trained to meet the needs of the Accounting Office.	
SPECIAL REQUIREMENTS		
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impact on the department.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE