CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Fiscal Services – Accounting Services Branch	065-516-4542-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Accounting Administrator II			
	WORKING TITLE			
Division of Administrative Services, Office of Fiscal Services, Accounting Services Branch (ASB) - Bakersfield	Accounting Administrator II			
	TIME BASE / TENURE	CBID	WWG	COI
	Full Time	S01	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Bakersfield, CA 93311				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.

GENERAL STATEMENT

Incumbent in this high-level position requires the possession of an accounting background and demonstration of communication skills and administrative or supervisory abilities. Incumbent must also have the personal qualifications necessary to succeed in supervising accounting activities and personnel. Supervisory and managerial accounting administrators plan, direct and evaluate the work of an accounting office, group, unit, or program.

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Within Accounting Services Branch (ASB), the AA II performs as a multi-section (multi-unit) supervisor, typically on-site, has 3 direct reports (AA I Supervisors) and 18-22 indirect reports composed of professional or semi-professional level staff.

Effective on the date indicated, in accordance with state and departmental policies and procedures, and under direction from the Accounting Administrator III, the Accounting Administrator II is assigned the following duties and responsibilities described below. The incumbent may act for the Accounting Administrator III when needed.

% 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.
20%	Communicates the ASB strategic plan to all staff to ensure that expectations associated with the mission, values, goals, and vision are being followed. Provides staff with the tools, training, and the sharing of information to meet those expectations. Organizes, plans, directs, and monitors the ongoing workload of the office to ensure goals and objectives are achieved. Assigns appropriate staff. Hires, trains, and supervises subordinate supervisors/staff. Approves/prepares probationary and annual performance reports for direct and indirect reports.
20%	Prepares and monitors work plans. Evaluates the quality and quantity of work produced by staff through various reviews of reports and reconciliations. Makes adjustments on a regular basis to ensure compliance to new or changes in policies/directions. Establishes local office policies/procedures in support of (or to reinforce) the standardized CDCR and ASB policies and procedures. Periodically reviews internal controls including manual and automated separation of duties between staff for organizational efficiency, safety and integrity of departmental assets. Identifies, and/or administers, and coordinates workload redistributions within the office and between ASB offices.
20%	Provides fiscal administration and consultative support to institution/program management. Ensures that appropriate services are being provided through regular communication with institutions, other ASB offices, and other stakeholders. Provides high-level consultation to institution/programs regarding sensitive and/or urgent fiscal/accounting issues. Attendance in meetings and trainings may require overnight or out-of-town travel. The incumbent serves as a key advisor to higher level management on fiscal issues.
15%	Plans, directs, and oversees office staff in performing special projects or requests. Performs the most difficult/sensitive projects or assignments. Assists ASB budgeting by providing the office expenditures and projections and executing ASB's funding plan and standardized staffing. Performs second-level review of the Debit Card and Trust audits and is responsible for checking the corrective action plans (CAP) from institutions. Writes and/or reviews and implements Financial Information Memos (FIMs) and other fiscal policies/procedures affecting institutions/programs and ASB.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
10%	Serve as the ASB Bakersfield Worksite Safety Coordinator and representative of the Headquarters Health and Safety Committee. Ensures and encourages various training and development of staff. Responsible for enabling and complying with the mandatory training for staff and leadership training for supervisors. Supports and facilitates the Department's and ASB's succession planning efforts. Establishes, administers and reviews processes associated with the office, other assigned responsibilities, including identifying and establishing best practices for timely, accurate and efficient posting/processing of unit activities. Ensures business processes are according to or consistent with legal mandates, departmental and ASB policies and control agency requirements.
5%	Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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 impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE