CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Accounting Administrator II

Office:
Financial

Working Title:
Travel Compliance Manager

Location:
Sacramento

Position Number:
311-380-4542-901

HR Approval Date/Initials:
10/20/26 MP

CBID/Bargaining Unit: S01

Work Week Group: E

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under general direction of the Accounting Administrator III, the Accounting Administrator II (Travel Compliance Manager) manages the California High-Speed Rail Authority's (Authority) Travel and Revolving Fund Section. The Travel Compliance Manager is responsible for analyzing, auditing, and reviewing travel and relocation claims submitted by high-level staff, including Executive management and Board Members. This includes in-state, out-of-state, and international travel. The incumbent ensures that all claims comply with the California Human Resources (CalHR) Manual, California Code of Regulations (CCR), State Administrative Manual (SAM), and Department of General Services (DGS) State Travel Program requirements (STP). The incumbent provides guidance and support to Contracts and Procurement Section on travel regulations that can fall within scope of contract agreements l-i.e., related matters for consultant's travel that falls under contract. The Travel Compliance Manager trains Travel staff on applicable travel rules and regulations and conducts periodic audits of processed claims to ensure compliance. Additionally, the incumbent is responsible for developing, updating, and implementing travel policies and procedures. The Travel Compliance Manager safeguards the Authority's assets and ensures adherence to all applicable policies and regulations. Duties are performed using CalHR laws and rules, Government Claims Board regulations, State Controller's Office (SCO) guidelines, the Financial Information System for California (FI$Cal), and Microsoft Office applications, as well as through meetings, one-on-one discussions, telephone communications, and email correspondence.

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Duties
Percentage
Essential (E)/Marginal (M)

35% (E) **Travel and Relocation Auditing, Compliance, and Direct Staff Management Oversight**

- Reviews, analyzes, and audits Executive and Board Members travel claims for accuracy, completeness, and compliance with State laws, regulations, and departmental travel policies.
- Audits relocation reimbursement claims to ensure all expenses meet State eligibility criteria and are properly documented.
- Verifies supporting documentation, expense justifications, and compliance with cost limits for in-state, out-of-state, and out-of-country travel.
- Identifies discrepancies, noncompliant expenses, or missing documentation, and work directly with claimants and/or indirectly with Executive assistants on behalf of Executive and Board Member claimants to resolve issues.
- Recruits, interviews, selects, and onboards staff to fill vacancies within the Section.
- Mentors and provides training to develop the skills and knowledge of staff.
- Evaluates work performance by giving verbal and/or written feedback, completing formal probationary reports, and writing annual performance appraisal summaries.

25% (E) **Travel Policy, Training, and Process Improvement**

- Develops, drafts, and updates travel policies, procedures, checklists, and guidance documents to ensure consistent application of rules and efficient processing of claims.
- Provides travel training for state staff, contract managers and consultants.
- Collaborates with the Accounting Administrator III to improve internal controls, streamline processes, and reinforce compliance with State and departmental regulations.
- Prepares analytical reports, summaries, and recommendations related to travel and relocation claim trends, compliance issues, and opportunities for process improvement.
- Serves as backup to the branch's Policy Coordinator, assisting policy authors to ensure adherence to SAM and other statewide policy requirements.

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- Serves as backup to the Records Management Coordinator, supporting records retention and compliance activities.

20% (E) **Records Management, Audit Liaison & Advisory Services**

- Maintains organized records consistent with audit and retention requirements. Responds to Public Records Acts (PRAs) requests.
- Serves as audit liaison with control agencies.
- Provides subject-matter expertise and guidance to Executive assistants and departmental personnel regarding State Travel and relocation requirements.

15%(E) **Compliance Auditing & Staff Training Support**

- Assists in training staff on travel policy updates, procedural changes, and best practices.
- Conducts periodic audits of processed travel claims to ensure compliance.
- Occasionally travels locally to assist with check-processing in department headquarters or delivering documents to SCO.

5% (M) **Fiscal Liaison & CSPS Payroll Project Support**

- Serves as a liaison to fiscal control agencies and provides expert advice and guidance for staff and managers on accounting principles, processes, policies, and procedures.
- Assists in the implementation of the California State Payroll System (CSPS) as it relates to the new travel reimbursement system.
- Serve as backup for the Department Agency Readiness Team (DART) for the CSPS project as it relates to accounts payable.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required	Conflict of Interest (COI)	Bilingual Required	Contract Manager	Medical Required
Yes ☐ No ☒ Type:	Yes ☒ No ☐	Yes ☐ No ☒ Language:	Yes ☐ No ☒	Yes ☐ No ☒

Other Special Requirements Information:

Conflict of Interest Required Positions – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming

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employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law; and principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Equal Employment Opportunity (EEO) objectives; and a manager's role in EEO and the processes available to meet EEO objectives.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; speak and write effectively; plan, organize, and direct the work of others; and effectively contribute to the department's EEO objectives.

Desirable Qualifications

- Experience and knowledge of travel reimbursement rules and regulations, including travel claim approval processes.
- Experience with FI$Cal, PeopleSoft or an Enterprise Resource Planning (ERP) software.
- Knowledge of state accounting systems.
- Experience in Governmental Accounting Standards and the State Administrative Manual.
- Experience with external fiscal control agencies (Department of Finance, SCO, etc.).
- Experience in supervisory capacity.
- Experience leading, training, or evaluating staff.
- Ability to qualify for a fidelity bond.
- Excellent organizational, research, and analytical skills.
- Ability to maintain a positive, creative, and flexible approach to issues and problems while working in a fast-paced team environment.
- Strong interpersonal skills and ability to relate effectively to all staff levels.
- Excellent verbal and written communication skills.

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Supervision Exercised Over Others

This position supervises the classifications of Accounting Administrator I, Associate Accounting Analyst, Senior Accounting Officer, and Accounting Officer (Specialist). This position also manages the work of external contractors.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff and management at the Authority, consultants, vendors, contractors, staff at other state agencies, and control agencies. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry outs its duties without direction, except as new or unusual circumstances require. Failure to properly perform these functions could potentially scrutinize the Authority and result in the loss of funding, audit findings, and assessment of penalties or sanctions due to non-compliance in reporting or failure to establish and implement polices, and procedures appropriately. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

a. Schedule: A set schedule of Monday-Friday, 8:00am-5:00pm is required for this position.
b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
c. Travel: This position occasionally travels locally to assist with check-processing in department headquarters or delivering documents to SCO.
d. Other: Incumbent will be required to go to the office if needed when teleworking on a short notice. Some extended hours may be required and can be subject to fiscal year-end vacation restrictions.

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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