STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Fiscal Management Section, Payroll Unit	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Accountant I (Specialist)	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-071-4177-039	11/02/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY	DATE

FUNCTION OF POSITION

Under the direct supervision of the Accounting Administrator I, Supervisor, the Accountant I (Specialist) is responsible for performing the difficult accounting tasks associated with the Payroll Unit. This position is responsible for processing over 20,000 warrants per month and distributing over 30 various types of payroll warrants. The incumbent is responsible for distributing separated employee's payroll warrants with the parameters of AB2410 to avoid penalties for the California Highway Patrol.

SUPERVISION RECEIVED

The Accountant I (Specialist) reports directly to and receives the majority of their assignments from the Accounting Administrator I, Supervisor. However, direction and assignments may also come from the Fiscal Accounting Manager, Accounting Administrator II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Handles the difficult accounting duties in the establishment and maintenance of salary advance and collection in the Payroll Unit. Responsible for following the California Labor Code, Departmental policies and State Administrative Manual (SAM) in regards to timely distribution of State Controller's warrants issued, including processing over 20,000 warrants per month and distributing over 30 various types of payroll warrants. Prepare for distribution and maintain garnishment files. Responsible for preparing payroll related deposits and submitting to the Cashiering Unit for deposit. This position is responsible for distributing separated employee's payroll warrants within the parameters of AB2410 to avoid penalties to the Department. Ensures that the required timelines are met to prevent costly penalties to the Department. Uses Financial Information System for California (FI$Cal) on a daily basis to set up customers/suppliers and the Payroll Accounts Receivable (PAR). Verifies outstanding PAR items and code 11 for separating employees in FI$Cal. Reviews Salary Advance and Garnishment requests, prepare coding and create vouchers in FI$Cal. Utilizes FI$Cal reports to verify duplicate garnishment payments and reconcile outstanding Salary Advances.
30%	Acts as liaison between Human Resource Section (HRS), control agencies, and all departmental employees on various payroll issues such as stale-dated warrants, unreleased warrants and distribution warrants. Maintains and monitors the Headquarter payroll distribution authorization list. Analyzes payroll distribution procedures, meets with payroll liaisons, and make recommendations for improvements to payroll distribution and collection processes. Works closely with HRS and other liaisons to complete the monthly reconciliations and collection of outstanding salary advances. Maintains Salary Advance and garnishment list. Ensures that all overnight packages are addressed and mailed correctly per the instructions from HRS.
25%	Writes and prepares memos, letters, reports and correspondence. Compiles, researches, analyzes and follow-ups on payroll and garnishment over-payments issues. Researches and analyzes payment records, preparing and sending the required collection letters per SAM. Prepares and sends the first collection letter and following it up with the second and third letters, requires gathering all the related data through both written and oral contacts with HRS, Transaction Unit, and State Disbursement Unit.

	Continuing the collection efforts by utilizing the Department's collection agency, initiating tax refund interceptions with Franchise Tax Board, State Controller's Office, and Victim Compensation and Government Claim Board for Discharge from Accountability. Maintains, reconciles and updates the related worksheets and ensures that the letters are sent by the designated deadlines.
	Non-Essential Functions
5%	Performs other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE