STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator II	OCCP/Commodity & CAL-Card Payments Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Branch Chief	900-081-4542-xxx	11/18/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of an Accounting Administrator III, the Accounting Administrator II (AA II) provides management direction to a predominantly professional staff engaged in highly technical accounting functions involving the processing of commodity payments to vendors and the Department's CAL-Card purchases for payment. The AA II has critical responsibilities involving development and implementation of Departmental payable policy for specific payable types, administering technological change, directing special projects responsive to legislative changes and conducting program evaluation and follow-up to ensure the office business plan is met.

CORE COMPETENCIES:

As an Accounting Administrator II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity - Innovation, Integrity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity, Employee Excellence - Integrity, People First, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity - Equity, Integrity, People First)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity, Employee Excellence - Collaboration, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - People First, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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45%	E	Plans, organizes and directs a predominantly professional staff performing varied accounting functions and exercising financial controls over these functions. Takes management action to ensure that legal requirements are met in making payments Department's CAL-Card purchases and commodity payments. Ensures financial controls are maintained through review and analysis of documents for the various payable types the Branch processes. The Branch Chief, in collaboration with Section Chiefs, is responsible for ensuring payment processes meet legal and administrative requirements and for correcting deficiencies through appropriate, documented, and approved actions. They should escalate matters requiring management decisions with relevant background, authorities, implications, options, recommendations, and proposed corrective actions.
35%	E	Establishes, implements, and manages the Branch's objectives and priorities. This includes supervising the development of staff, evaluating workload, and implementing comprehensive training plans.
10%	E	Initiates work improvement methods, authors statewide accounting and management control procedures, updates the Accounting Manual and analyzes and make recommendations concerning the impact of proposed legislation. Implements fiscal provisions of enacted legislation.
10%	M	Acts as liaison with the State Controller's Office for Commodity, Shop, and CAL-Card transactions. Performs other job-related duties within the scope of the classification as assigned.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
This position supervises Accounting Administrator I and other professional accounting classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Have thorough knowledge of generally accepted accounting principles, federal, state, and local uniform accounting procedures that apply to government processes, and an understanding of auditing standards. Have thorough knowledge of cost principles, applicable to federal projects and/or grants, required by federal and state policy and statue for both direct and indirect costs. Have comprehensive knowledge of state fiscal policy and requirements, the department's budget development and fiscal processes, federal regulations, and the Local Assistance policies and manuals. The ability to plan, organize and direct the work of others; reason logically and creatively and utilize a variety of management and analytical techniques to resolve problems. The ability to communicate effectively, both orally and in writing, with organizational managers and staff. The ability to conduct training sessions to both internal and external customers on fiscal matters. Have the ability to analyze situations accurately and adopt an effective course of action.

The incumbent to be aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security Numbers, Federal Tax Identification Numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information and documents etc:

1. Individuals accessing Caltrans' information assets must use all due care to preserve data integrity and confidentiality.

2. Password and access devices are to be treated as confidential information and restrictive devices.

3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.

4. Users to take reasonable precautions to prevent virus contamination of State systems.

5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.

6. Users to take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents etc.
Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment or failure to carry out the responsibilities for the appropriate interpretation and implementation of the Department's fiscal reimbursement policies and procedures defined by legislation could result in improper disclosure of revenue and expenditures placing it in violation of constitutional statutory constraints. The incumbent is responsible for complying with the

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Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting confidential information for the Department's vendors and employees. This information includes, but not limited to: social security number, address, phone number, medical or employment history, education, work history, financial transactions, or similar information. Failure to protect the Department's vendor and employee confidential information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intentional violation of this Act will result in disciplinary action, up to and including termination of the employee.

PUBLIC AND INTERNAL CONTACTS

The incumbent confers with managers and key staff of the Department, state control agencies, federal government, local government, and the vendor community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to stay in the stationary position for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Have the ability to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent. Regular and punctual attendance is desired.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE

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