## CALIFORNIA HIGH-SPEED RAIL AUTHORITY
### DUTY STATEMENT

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>DIVISION/OFFICE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Executive Assignment B</td>
<td>Fiscal Services</td>
<td>Sacramento</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>WORKING TITLE</th>
<th>POSITION NUMBER</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Chief Financial Officer</td>
<td>311-001-7500-XXX</td>
<td>August 1, 2015</td>
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### GENERAL STATEMENT:

Reporting to the Chief Financial Officer (CFO), the Assistant Chief Financial Officer of the California High-Speed Rail Authority (Authority) is responsible for assisting the CFO in the management of fiscal operations in accordance with the principles of the State of California and the Government Accounting Standards Board, and with advising the executive management team on all financial matters and policies. The Assistant Chief Financial Officer also provides full operational oversight over the Fiscal Services Division functional areas of Contracts and Procurement, Grants, Accounting and Budgets.

### TYPICAL DUTIES:

Percentage Job Description

- **40% (E)**
  - Directs and coordinates the development and implementation of all Fiscal Services Division policies, procedures, operations, and deliverables to guide finance plans, programs and projects.
  - Develops and implements the evaluation and negotiation processes and procedures of statewide goals, objectives, policies, regulations, standards, plans, and actions of the Authority’s fiscal program areas including, but not limited to, the Authority’s revenue and expenditure levels for the Governor’s Budget, Budget Change Proposals (BCPs), bill analyses, capital financing plans, federal fund management and programming.
  - Provides recommendations and resolutions to the above mentioned statewide goals, objectives, policies, regulations, standards, plans and actions.
  - Implements and maintains process improvement measures for the Authority’s Offices of Contracts and Procurement, Grants, Accounting and Budgets to ensure that all actions are completed in a fiscally sound and compliant manner.
  - Oversees the Fiscal Services Division audit response activities.
  - Oversees the management of Authority staff, consultants, and vendors in the areas of Contracts and Procurement, Grants, Accounting, and Budgets.
  - Directs and evaluates the performance of responsible subordinate managers to maintain good internal management practices.
  - Mentors and develops Fiscal Services Division staff.
• Establishes management control systems and performance targets.
• Contracts and Procurement activities include, but are not limited to, contract approval and contract process improvement.
• Grants activities include, but are not limited to, the grants application and administration processes.
• Accounting activities include, but are not limited to, management of accounts payable, accounts receivable, general ledger, payroll, reconciliations, cash management, month-end and year-end close, asset management, and funding.
• Budgets activities include, but are not limited to, management of the budget program including the administrative and capital outlay budgets, including determining optimal funding mix and timing.

35% (E)

• In conjunction with the CFO, builds, implements and maintains innovative finance and procurement strategies to meet and address the complex needs of the California High-Speed Rail Project (Project).
• Formulates and implements the strategic process of providing annual write-off approval for the Authority’s Board of Directors (Board) and the annual write-off for the State Controller’s Office (SCO) for the Department of Finance (DOF).
• Develops and disseminates internal policy to administer the Authority’s revolving fund account payments and adjustments, salary advancements, returned checks, petty cash, travel reimbursements, and closure of open items.
• Develops and applies internal reporting analyses, which includes trial balance flux analyses for the mid-year and annual reports.
• Advises the Authority’s Chief Executive Officer, Chief Deputy Director, CFO and other governmental agencies and policy bodies on key events and proposed legislation that affect the Authority’s financial decisions.

25% (E)

• Accountable for the funding for the administration of the Project, including but not limited to position management, training, and expenditure projections and capital outlay budget.
• Develops and manages the Authority’s annual budget through the state budget process and the mid-year budget plan, including periodic budget maintenance activities.
• Responsible for the funding reconciliation for the administration of the Project, including but not limited to the preparation of Plan of Financial Allocations (PFAs), filed claims, agency reconciliation and accounts payable clearing account.
• Serves as the Authority’s representative on financial policy matters with DOF, SCO, the State Treasurer’s Office, the State Legislature and other agencies related to the financing and programming for the Project.
• Oversees and provides guidance on financial reporting for all internal and external reports, monthly projections, and tax reporting.
• Oversees the planning and implementation of internal controls.
• Protects the interest of the public and employees in the integrity of the decisions and
actions of the Authority pertaining to: programming plans, capital budgets, revenue levels and expenditure levels for the Governor’s Budget, federal fund management, and the Authority’s accounting processes.

- Oversees the implementation of financial systems, including but not limited to Fi$Cal.
- Testifies to the State Legislature on the Authority’s administrative budget concerns.
- Collaboratively works with Authority staff, consultants and vendors to recommend optimal funding mix.
- Report to control and regulatory agencies to satisfy statutory and regulatory requirements.
- Resolves Fiscal Services Division human resources issues and concerns.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: The principles and techniques of personnel management and supervision; a manager’s role in safety, health, workplace diversity and labor relations, including the processes available to meet these objectives and requirements.

Ability to: Plan and direct the work of staff; analyze situations accurately and take an effective course of actions; develop comprehensive reports, analyses and correspondence; represent the Authority with the State Legislature, DOF, SCO, State Treasurer’s Office, California Transportation Commission, the Federal Railroad Administration, local, regional, and other state agencies; work as a member of a multi-disciplinary, multi-modal management team; clear knowledge of financial laws, regulations and directives at a state and federal level.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of the California High-Speed Rail Project.
- Demonstrated supervisory/administrative experience applying statistical methods and analyzing financial data to express ideas/information in writing clearly, accurately, and in an organized manner.
- Demonstrated supervisory/administrative experience providing expert advice and guidance to executive management, departmental staff, external customers, and control agencies.
- Demonstrated supervisory/administrative experience with the development and presentation of weekly, monthly and annual financial statements such as forecast, budget and reports.
- Demonstrated supervisory/administrative experience making and adhering to sound financial decisions.
- In-depth knowledge of the annual budget development and revision process.
- Experience in the development, administration and monitoring complex accounting operations through accounting plans, policies, procedures and standards.
SUPERVISION EXERCISED OVER OTHERS:

Directly supervises and directs the activities of Fiscal Services Division Contracts and Procurement, Budgets, Accounting and Grants.

PUBLIC AND INTERNAL CONTACTS:

This position will have direct contact with all levels of management within the Authority and outside representatives at the local, state and federal level, including elected officials and the general public.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

This position will have agency wide responsibility for financial activities and projects, which includes the recommendation, implementation, and monitoring of processes. The incumbent is expected to make sound decisions and take appropriate actions to reach the Authority’s goals and objectives. Consequence of errors can result in loss of funding, resources and support.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships, act fairly and ethically, display respect for others in all contact opportunities, and demonstrate a sense of responsibility and commitment to public service. Should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT:

Employee 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. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)
Name of Employee: ___________________________________________________

Signature: __________________________ Date: __________________________

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

Name of Supervisor __________________________________________________

Signature: __________________________ Date: __________________________