

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst/ Policy

POSITION NUMBER:

860-5157-713

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Community Care Licensing Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

CCL- Child Care Licensing Program - Leg Policy Unit

SUPERVISOR'S NAME:

Christina Rico

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint clearance by DOJ and FBI.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) will perform entry through first journey level analytical duties for facilities licensed by the Community Care Licensing Division (CCLD). The SSA functions under the close supervision of the manager and/or with the assistance of more seasoned staff and/or as a team member in the conduct of policy and administrative support to the Child Care Licensing Program.

A. RESPONSIBILITIES OF POSITION:

35% With direction from unit manager will progressively, research, analyze, develop, and revise regulations to meet program, legislative, and/or stakeholder needs. Assist with research and creation of supporting documentation, including reports, for regulation and policy development. This includes working collaboratively with a diverse group of internal/external stakeholders which include providers and advocacy groups, the Office of Regulation Development, and the Office of Administrative Law. Coordinating and assisting in stakeholder meetings.

25% Review, track and make recommendations to management in regards to proposed legislation which includes, how new legislation impacts Child Care Programs, the Department and Stakeholders. Research information presented, determine impact, organize findings, and prepare detailed written analyses for management review. Under supervision of unit manager brief management, division's administration and stakeholders on assigned legislation, monitor legislation, and prepare updated analyses. In collaboration with management works with the Legal Division and the Office of Legislation.

20% Under supervision of the unit manager plan, develop, and oversee implementation of programs or procedures related to new legislation, policy and regulations. Provides less technical consultation and guidelines to licensing staff in the Regional Offices to assist them on significant changes to policies, procedures, and best practices. Collaborate with Central Training Unit and Program trainers to ensure implementation of changes. Research, collect data, and prepare recommendations on various issues/special projects to present to management.

10% Coordinate with project managers and draft analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for management with suggested project improvements. Assist with updating departmental forms, develop resources and tools for projects and information dissemination to field staff and stakeholders for management review.

5% Attend meetings, work groups, public policy forums, legislative hearings and conferences. Along with management, represent the Department at meetings and conferences with other Divisions in the Department and with public entities to speak on behalf of the Child Care Program.

5% Other related duties as required and assigned. The nature and extent of the duties of this position may occasionally require travel and overnight stays.

B. SUPERVISION RECEIVED:

The SSA receives direct supervision from the Staff Services Manager I (SSM I) of the Legislative Policy Unit. Assignments, and final products are reviewed for completeness and consistency by the SSM I. The incumbent is required to display initiative, resourcefulness and the ability to work as a team in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has frequent contacts, and must constantly coordinate with staff in the other program's policy units, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The SSA will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

The SSA must be able to objectively handle assignments and diplomatically work with others. Failure to exercise tact and good judgment in dealing with others can result in the Program's loss of credibility and can impact the image of the Department.

F. OTHER INFORMATION:

Some travel through out the State is required. The SSA is subject to fingerprinting and a criminal records check by Department of Justice.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst/ Policy

POSITION NUMBER:

860-5393-713

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Community Care Licensing Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

CCL- Child Care Program Office - Leg Policy Unit

SUPERVISOR'S NAME:

Christina Rico

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint clearance required from DOJ/FBI

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

When acting as a lead person on a project, the AGPA may lead a group of 1-5 employees.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

Under direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will perform analytical duties in the Child Care Program Office. The AGPA may function independently and/or as a team leader/member in the conduct of policy and administrative support to the Community Care Licensing Program. The AGPA is required to develop and write regulations, policies, and procedures independently and with other program sections. Strong writing skills are required.

A. RESPONSIBILITIES OF POSITION:

30% Analyze, develop and revise regulations, licensing policies, procedures and contracts to prepare written analyses for risk assessment, regulatory changes and program implementation. Research and create supporting documentation, including reports, for regulation and policy development.

25% Review and analyze proposed complex legislation and prepare detailed written analyses to submit to Executive staff, which includes, how new legislation impacts Child Care Programs, the Department and Stakeholders. Monitor existing legislation for amendments during the legislative session and submit recommendations to legislators on the proposed/amended legislation.

15% Provide consultation and guidelines to licensing staff in Regional Offices to assist them in the licensing evaluation process and ensure consistent application of policies and procedures on a statewide basis. Research complex questions and submit draft for approval by management, executive staff and/or legal review.

10% Provide training and consultation to field and training staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer application operations.

10% Coordinate with project managers and write analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for project improvements. Create and regularly update forms, develop resources and tools for projects and information dissemination to field staff and stakeholders.

5% Represent the Department at meetings and conferences with other Divisions in the Department and with public entities to create compliance standards for new federal mandates on Child Care. Collects stakeholder input and inquiries during the meetings for further research and may be required to conduct presentations.

5% Other special projects such as, but not limited to, responding to control correspondences and and facilitating work-groups consisting of internal and/or external stakeholders.

B. SUPERVISION RECEIVED:

The AGPA receives supervision from and reports to the Staff Services Manager I (SSM I) of the Legislative Policy Unit. Assignments, and final products are reviewed for completeness and consistency by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has frequent contacts, and must constantly coordinate with staff in the other program's policy units, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The AGPA will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

Failure to perform duties and services of this position well could result in failure of the Division and the Department to meet its program mandates.

F. OTHER INFORMATION:

AGPA acts as lead to less experienced analytical staff and support staff in the absence of the SSM I.