

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

SSM I

POSITION NUMBER:

800-519-4800

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

CFSD/CSQM Branch

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

PPIB/ Quality Assurance Unit

SUPERVISOR'S NAME:

Julliana Kier

SUPERVISOR'S CLASS:

SSM II

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

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: 2FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

To protect children who are at risk, safeguard the rights of those who receive Child Welfare Services, and maintain the integrity of families by assisting and supporting county compliance with uniform implementation of laws and regulations governing the provisions of Child Welfare Services.

CONCEPT OF POSITION:

Under the general direction of the Chief of the System Improvement Section (SSM II), the Staff Services Manager I (SSM I) is responsible for planning, organizing, directing and controlling a comprehensive collaborative process with county Child Welfare Services (CWS) and Probation agencies along with other public and private agencies to provide quality service to children and families in California's CWS program by leading the development of new training curriculum and providing technical assistance to all 58 counties. The SSM I in conjunction with other Section staff pr

A. RESPONSIBILITIES OF POSITION:

40% Manages, directs and supervises unit staff in the research, development, and execution of new training curriculum that will support the analytic and evaluative responsibilities required for the completion of County Self Assessments and System Improvement Plans as part of the CFSR process required in state and federal guidelines and to increase safety and permanency.

25% Conduct and/or review analytical studies and surveys, formulate procedures, policies, and program alternatives, review/analyze proposed legislation and advise upper management on the impact or potential impact. Assist staff in provision of training and technical assistance in the development, implementation, and evaluation of county Peer Reviews, County Self Assessment (CSA), and System Improvement Plan (SIP) process.

15% Assist Section Chief by performing administrative functions including preparation of budget requests, review and approve business services invoices, employee development training, evaluates unit staff performance and completes annual performance evaluations and Individual Development Plans; approves and monitors unit staff attendance; disciplinary actions as necessary, and makes recommendations to management regarding unit personnel issues including staff recruitment/hiring needs.

10% Represents the Section in meetings with other state agencies, federal and local government and Community groups to discuss development and implementation of policies and procedures for the CWS program. Consults with other supervisors/managers in the planning, development and implementation of Federal and state policies through task force assignments. Determines the need for regulation development, All County Letter and All County Information Notices.

10% Other duties as related to the Performance and Program Improvement Bureau (PPIB).

B. SUPERVISION RECEIVED:

The SSM I receives direction from and reports directly to the chief of the System Improvement Section. The SSM I receives guidance on policy, procedural and administrative issues affecting the Section. Additionally, the Section Chief ensures that the SSM I is knowledgeable about departmental goals so that Section projects and management actions will be supportive of and consistent with them.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSMI is responsible for management functions of his/her unit and assists with the overall management of the Section. Reviews and approves staff travel, equipment and supply purchases; conducts timely reviews of staff performance; reviews and approves staff leave usage; and recruits, screens and hires staff. Ensures confidentiality of personal and/or sensitive information and documents. Acts in the capacity as Section Chief at appointed times.

D. PERSONAL CONTACTS:

The SSM I meets with department management at all levels. Additionally, he/she meets with federal, state and county staff/management and private advisory/advocacy groups as needed.

E. ACTIONS AND CONSEQUENCES:

The SSM I exercises independent judgment in managing assigned activities and making decisions. Poor judgment and decisions adversely impact Section and Branch morale and effectiveness, jeopardize federal financial participation in CWS program and administrative costs, and diminish the department's ability to consult on county welfare and probation operations. Poor judgment and decision making can also have a significant impact on the children and families the program serves.

F. OTHER INFORMATION:

Travel may be required up to 20% of the time. Fingerprint clearance required.