

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

STAFF SERVICES MANAGER I

POSITION NUMBER:

860-4800-011

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

Community Care Licensing Division

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

Child Care Licensing Program Office - Personnel Unit

SUPERVISOR'S NAME:

Beverly Parnell

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)*

Criminal background check-DOJ/FBI clearance

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.

The SSM I of the Personnel Unit supervises up to five (5) Associate Governmental Program Analysts and one (1) Staff Services Analyst.

Total number of positions for which this position is responsible: 6

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

MISSION OF ORGANIZATIONAL UNIT:

The Child Care Systems and Administrative Support Bureau is dedicated to promoting the health, safety, and quality of life of children in child day care through: Effective collaboration and consultation with the child care community, Resource and Referral Agencies, Associations, and Department of Education in developing policies and procedures used in carrying out the child care licensing function; providing training to licensing staff and providers; educating the public and parents about child care licensing; providing proper oversight of county and state licensing operations; and effectively managing the Program within budgetary constraint.

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 general direction of the Child Care Administrative Support and Special Projects (SSM II), the Personnel Unit's Staff Services Manager I (SSM I) is responsible for planning, organizing, and directing the work of the staff assigned to the unit, setting goals and objectives, evaluating staff performance and developing individual staff development plans.

The Personnel Unit is responsible for the Child Care personnel liaison duties activities for 22 Child Care Licensing Regional Offices (ROs), handling facility operations issues, developing budget change proposals and working on special projects to ensure operation within budgetary constraints. Travel required as needed.

A. RESPONSIBILITIES OF POSITION:

45% Establish goals and objectives for the unit consistent with the Bureau's business plan. Plan, prioritize, and direct the work of unit staff in the development of work plans, activities, and time frames. Review the unit's work for compliance with policy, completeness, and accuracy. Oversee program-wide position control (approximately 568 positions) and monitoring of position need. Review monthly and quarterly reports, to ensure maximum usage of positions within salary savings limits.

15% Evaluate staff performance, identify staff training and development needs; recruit, select, and train new staff to ensure retention of skills appropriate to accomplish program objectives.

15% Apprise Bureau Chief of unit activities on an ongoing basis. Consult with Bureau Chief on issues related to unit activities including recommendations for improvements, training, and allocated funding. Serves as acting Bureau Chief, as needed.

15% Facilitate meetings with Personnel Unit staff, Program Office units as well as other units within the Human Resources Bureau. Participate in meetings with: executive staff, program office management, regional managers. Performs other projects such as participating in special project work groups as needed. Traveling required as needed.

10% Develop and review budget change proposals established to support the need for increased staffing or funding from various sources and oversees the preparation of the CCP's response to various budget inquires such as the Funds Availability Report. Works directly with Division Administrative Support Section and Budget Bureau to ensure the Program's needs are addressed.

B. SUPERVISION RECEIVED:

The SSM I receives direction from, and reports directly to, the Child Care Administrative Support and Special Projects Bureau Chief (SSM II).

C. ADMINISTRATIVE RESPONSIBILITY:

The SSM I is responsible for all management functions, including the assignment and completion of Unit projects and activities. In the absence of the SSM II, may serve as acting Bureau Chief.

D. PERSONAL CONTACTS:

The SSM I has frequent contact with other SSM Is in the Bureau and the SSM II to plan and direct unit activities. The SSM I also has contact with Division personnel including Child Care Regional Managers, Assistant Program Administrators, and the Program Administrators, Caregiver Background Check Bureau, Division Administrative Support, staff from other Licensing Programs, and Contract County Supervisors. Other Department contacts include Legal Division attorneys, and representatives from Personnel, Budgets, and the Information Systems Division.

E. ACTIONS AND CONSEQUENCES:

The SSM I must exercise sound judgment, confidentiality, open-mindedness, flexibility, and demonstrate an ability to act independently. Failure to do so could result in adverse fiscal and policy consequences. Failure to take appropriate and timely administrative action against county licensed family child care homes could result in leaving children at risk.

F. OTHER INFORMATION:

The SSM I is subject to fingerprinting and a criminal records check by Department of Justice. Travel required as needed.