

# State of California - Department of Social Services

## DUTY STATEMENT

EMPLOYEE NAME:

**Vacant/Recruit**

CLASSIFICATION:

**Associate Governmental Program Analyst**

POSITION NUMBER:

**800-352-5393-580**

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

**Child Care & Development Division**

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

**Data, Research & Planning Office, Data Information Support Unit**

SUPERVISOR'S NAME:

**Jessica Caplinger**

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 OMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None  
*Other (Explain below)*

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

SUPERVISOR'S SIGNATURE

DATE

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

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:    **0**

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

**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other CDSS programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and stakeholders.

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**CONCEPT OF POSITION:**

Under the direction of the Staff Services Manager I in the Data Information Support Unit within the Child Care and Development Division (CCDD), the Associate Governmental Program Analyst (AGPA) is responsible for the administration and support of the child care data collection process, specifically the Child Development Management Information System (CDMIS) and planned new data system of California Supporting Providers and Reaching Kids (CalSPARKs) in DSS. The AGPA is the primary contact for all CDMIS/CalSPARKs users and is a critical team member in the redesign and consolidation of the CDMIS.

**A. RESPONSIBILITIES OF POSITION:**

40% - Customer Support: Independently provides technical assistance to local child care agencies, including program directors and staff members, regarding data reporting via the CDMIS/CalSPARKs web input and electronic file submission functions. Consults with local child care agencies, verbally and in writing, to provide direction and ensure adherence to any federal and/or state regulations, program policies and procedure. Provide detailed assistance in resolving immediate technical issues experienced by users when accessing and inputting data into the CDMIS/CalSPARKs system. As a lead analyst, identifies problematic trends and/or systemic issues and develops program policy that conveys sufficient information and guidance to prevent users from experiencing these issues in the future.

30% - Database System Modification Implementation and Support: Track progress of CDMIS/CalSPARK developments by participating in weekly meetings on design and implementation of CDMIS/CalSPARK in CDSS. Conduct system testing to verify system maintenance and modifications have the desired effect. Troubleshoots targeted problems, identify and recommend improvements to the RDM for the CDMIS/CalSPARK system based on system testing, collected user experiences, and staff feedback. Develop and manage databases of activities to support CDMIS/CalSPARK responsibilities and serves on workgroups for inter-departmental and intra-departmental collaboration on data collected and automation. Identify, prepare, and verify the end for, and accuracy of, online information regarding CDMIS/CalSPARK system updates including, but not limited to, online system manuals, reference materials, and electronic file format specifications. Develop and conduct informational presentations on CDMIS/CalSPARK updates to various CDMIS/CalSPARK-user groups. Provide input to management, and/or development of correspondence for a variety of audiences on CDMIS and CalSPARKS related issues.

20% - Data Coordination and Support: Update and maintain the Division's Data Resource Guide products. Manage the CCDD DATA email inbox to ensure all requests for data are addressed and fulfilled appropriately and timely. Facilitate data sharing and database resources related to child care information received from the field, as needed within the Division. Generate reports and labels as requested by the RDM using quantitative and qualitative research methods. Troubleshoot non-routine computer problems (e.g., browser and CDMIS/CalSPARK-related issues), and performs on-going accuracy checks of collected data. Develop and conduct training workshops and informational webinars for local child care educational agencies and other CDMIS/CalSPARK-user groups.

5% - Database Input and Maintenance: Perform research and other tasks related to CDMIS/CalSPARK database maintenance. Communicate with local child care agencies regarding submitted data, and request updated information as necessary. Make appropriate updates to data in the CDMIS/CalSPARK database. Verify accuracy of collected information with other CCDD staff.

5% - Miscellaneous Support: Perform other job related duties as required. Attend trainings and provide coverage for other staff. Participate in division-wide meetings.

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B. SUPERVISION RECEIVED:

The AGPA works in the Data Information Support Unit under the direction of the Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA is involved in a wide array of administrative activities throughout the division as outlined in Section A.

D. PERSONAL CONTACTS:

The AGPA interacts with other analysts, managers, and supervisors. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration, resource sharing, and ensure consistency with Departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The AGPA is responsible for facilitating effective communication, facilitating plan initiatives, for federal and state, and providing subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, resulting in negative impacts for children and families.

F. OTHER INFORMATION: