

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

LPM III

POSITION NUMBER:

860-8220-XXX

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

CCLD

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

Child Care Program Office

SUPERVISOR'S NAME:

Shanice Orum

SUPERVISOR'S CLASS:

CEA A

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.

4 Licensing Program Manager II's

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.

CONCEPT OF POSITION:

Under the direction of the Child Care Program Administrator (CEA I) of the Community Care Licensing Division, the Assistant Program Administrators: North, Central, and South (Licensing Program Manager III) are directly responsible for all licensing and monitoring activities of the 13 Regional licensing offices statewide. The Northern APA will be stationed at Sacramento Child Care Program Office and will provide support for the Program Administrator. Traveling required Statewide.

The Assistant Program Administrator (APA) provides operational direction to reporting offices, ensures uniform enforcement of regulations using statewide procedures and standards, and reviews and recommends appropriate administrative actions against child care facilities violation statutes and regulations. In addition, the incumbent makes regular visits to the licensing offices within the Northern, Central, or Southern areas of his/her responsibility to review offices operations and management information statistical reports.

A. RESPONSIBILITIES OF POSITION:

40% Directs the work of Regional Managers responsible for the administration and implementation of regulations, policy and procedures. Conducts quarterly meeting with the management staff to train on new procedures and work on consistency with mandates throughout the State and visits licensing offices to share the latest mandates, policies and procedures.

20% Assures uniform enforcement of regulations in the Regional Offices using statewide procedures and standards and ensures completion of mandatory licensing functions by working with system review team to analyze statistics for each office and the program in general. Reviews and recommends appropriate administrative actions against child care facilities violating statutes and regulations. Reviews and make recommendations for civil penalties and appeals.

15% Consults with legal, legislation branch and the policy and support bureau and reviews complex legislation for impact to the Department, facilities and children in care, and provides recommendations to the Program Administrator. Coordinates and oversees large PRA requests and lawsuits against the Department.

15% Represents the Child Care Program and the Program Administrator at internal and external meetings and conferences and at Regional meetings and conferences, with relationship to the State and Local agencies; and provides input on key issues in the Child Care program, and Licensing regulations and requirements. Networks and coordinates relationship building efforts between Licensing, Stakeholders and other state and local agencies. Acts for the Program Administrator in his/her absence.

10% Ensures that each Child Care Regional Office receives adequate investigative and technological resources necessary to carry out the Licensing functions. Other duties as assigned to meet the needs of management such as completing Daily Activity Reports and assist with emergency disaster efforts.

B. SUPERVISION RECEIVED:

The APA reports directly to the Program Administrator - Branch Chief (CEA A) and provides both written and verbal reports to the Program Administrator. The APA periodically visits offices to review regional problems and assists and advises the RM with any office problems. In addition, the APA holds regular meetings with the Regional Managers to review issues and establish policy.

C. ADMINISTRATIVE RESPONSIBILITY:

The Region 1 APA supervises two Regional Managers, two Bureau Chiefs, one Staff Services Manager I Specialist and one Associate Governmental Program Analyst. The Region 2 APA supervises three Regional Managers, the Region 3 APA supervises four Regional Managers, the Region 4 APA supervises five Regional Managers and the Region 5 APA supervises four Regional Managers plus has oversight for a smaller, Local Unit Licensing Office. The APA is responsible for the maintenance of effective policies and procedures and organizational structure, staffing, and all management functions within their child care program geographic regions.

D. PERSONAL CONTACTS:

The APA has significant contact with the Program Administrator, the program policy staff, the Office of Chief Counsel, and other administrative support units. The APA is heavily involved in legal issues, particularly administrative actions against facilities. He/she also has substantial contact with the general public, legislative offices, the media, provider organizations, advocacy groups, and a variety of professionals, e.g. attorneys, physicians, etc.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise proper judgment and properly manage resources could result in inappropriate licensing actions, which will subject the client population to risk of abuse, neglect, injury or death. It will also subject the Department to possible legal action for failure to close hazardous facilities, to legislative criticism, and to poor staff morale.

F. OTHER INFORMATION:

The APA is subject to fingerprint and background clearance by the Department of Justice and FBI and the Conflict of Interest Reporting requirements. The APA should have a background in the licensing program, sensitivity to administrative issues and the understanding of how to use licensing resources. Traveling required Statewide.