

# State of California - Department of Social Services

## DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:	POSITION NUMBER:
Associate Governmental Program Analyst (AGPA)	860-5393-481
DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)	BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)
Community Care Licensing Division	Child Care Program/ MPRO
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Maria Hendrix	LPM III

## 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.

## MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division (CCLD) 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.

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**CONCEPT OF POSITION:**

Under the direction of the Licensing Program Manager III (LPM III), the Associate Governmental Program Analyst (AGPA) will function independently in reviewing and analyzing Regional Office (RO) data, licensee appeals, legal actions and office practices to identify, make recommendations and carryout training and office practice modification to ensure the mission of the Department is met. The AGPA will support the LPM III with special projects and management of licensed child care programs. The analyst may also serve as a regional liaison between training unit, policy unit, stakeholders, provider groups and Regional Offices. Strong writing skills and knowledge in a variety of computer applications are required. Statewide travel is required.

**A. RESPONSIBILITIES OF POSITION:**

35% Perform a wide variety of administrative and analytical assignments. Coordinates data collection of RO's. Evaluates the accuracy of field visit report based on Principles of Documentation (POD) and Principles of Inspection and Investigation (POII) training; and the effectiveness of RO procedures based on quality assurance and field operations data. Identify regional trends, workload fluctuations and backlogs. Make recommendations based on data to improve the quality of care in the region. Coordinates with RO's to assist them in using new technology to improve the delivery of services.

25% Develops, maintains, and revises manuals and resource materials used by staff; prepares reports and oral and written recommendations for upper management to implement quality improvement measures to ensure health and safety of children in licensed care; and assist with the implementation of new policies and procedures in response to legislative and programmatic changes. Researches and reviews reinstatement requests and make recommendations for resolutions to LPM III. Attends internal and external meetings. Develops and maintains ongoing data tracking systems to improve the regions ability to respond to external and internal requests from Stakeholders, Public Records Act requests, Public Information Officers and other internal and external entities.

20% Researches and develop written response to control correspondence from individuals, authorized representatives, stakeholders, counties and legislators, regarding interpretation and applications of laws, regulations and policy. Assists with the development of written and oral response to policy questions for approval by management, executive staff and/or legal review. Collects, analyzes and replies to inquiries from various bureaus and offices for the region.

15% Develops and implement project planning practices to assigned region or statewide special projects. This may included but not limited to the development and maintenance of a regional business plan. The AGPA will effectuate plans independently or as part of a team in virtual or in person setting. Prepares special reports and completes special assignments for LPM III, executive management, and Regional Managers (RM).

5% Performs assigned regional disaster and other duties as required.

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B. SUPERVISION RECEIVED:

The AGPA receives direction from the Licensing Program Manager III (LPM III) and provides written and verbal reports to the LPM III. The incumbent assists and advises the LPM III of procedural issues and problems. In addition, the incumbent periodically holds meetings with the LPM III to review issues and make oral and written recommendations. The incumbent is required to display exceptional organizational skills, considerable independence, initiative, integrity and resourcefulness in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has frequent contact with the LPM III, RM's, RO management and staff, the Division's Training Section, the Department's Staff Development Office, other divisions within the CDSS, as well as various training agencies. The incumbent has contact with Investigation Branch (IB), Quality Assurance and Technical Support (QAATS) and department attorneys. Working cooperatively with the LPM III/ Assistant Program Administrator (APA), managers, licensing program analyst, licensees, legal, local stakeholders, and other employees of CCLD. The AGPA will coordinate and maintain excellent working relationships with management and with those the AGPA comes in contact with.

E. ACTIONS AND CONSEQUENCES:

The AGPA is expected to exercise tact and good judgment, have excellent interpersonal and communication skills, be open-minded, flexible, and demonstrate an ability to act independently, in order to ensure accurate and timely follow up is sustained by management. The AGPA is expected to be able to deal with sensitive situations, maintain confidentiality and be able to keep track of various logs and reports. The AGPA is expected to also keep current on regulations/policy changes, training resources and new technology.

F. OTHER INFORMATION: