

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant/Recruit

CLASSIFICATION:

Staff Services Manager III

POSITION NUMBER:

800-355-4802-001

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

Child Care and Development Division

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

Child Care Policy and Development Bureau

SUPERVISOR'S NAME:

Anna Levine

SUPERVISOR'S CLASS:

CEA

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)

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.

This position will supervise three (3) staff, directly: OT (1) and SSM II (2)

Total number of positions for which this position is responsible: **3**

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

This position will oversee the work of 27 staff: 2 SSM II, 3 SSM I, 6 SSM I (Specialists), 11 AGPA staff, 3 SSA staff and 1 OT.

MISSION OF ORGANIZATIONAL UNIT:

The Child Care Policy and Development Bureau is a driving force behind California's childcare and development programs. Through its Child Care and Intergenerational Services and Collective Bargaining sections, the Bureau develops and implements Division policies that connect families to high-quality care. The Bureau develops policies that support eligible families in obtaining CalWORKs and Emergency Child Care Bridge services. It engages with the Child Care Providers United Union and works to implement the terms of collective bargaining agreements. It is spearheading an initiative to create an Equity Framework and Equity Screening Tool to map out the state's communities with the largest racial and economic equity gaps that need early childhood investments. The Bureau's overarching goal is to implement data-driven, impactful policies and robust support for counties, contractors, and interest holders.

CONCEPT OF POSITION:

Under the general direction of the Branch Chief, Program Innovation, Policy and Research Branch, the SSM III is Chief of the Child Care Policy and Development Bureau that is comprised of six policy units covering Policy Implementation, CalWORKs Child Care, the Bridge Program, Collective Bargaining, the Whole Child Community Equity Unit, and the Provider Unit. The SSM III is directly responsible for the designing and monitoring of the Child Care Bulletin development and other statewide contractor policy implementation activities and all child care programs. The Policy Office creates policies, for which the CCPDB manages how they'll be put into action, through impact bargaining and policy document development.

A. RESPONSIBILITIES OF POSITION:

45% The SSM III oversees both the Collective Bargaining Section and the Child Care Intergenerational Services Section. The SSM III will plan, direct and supervise the work of each section and their collaboration with the Policy Office, others within the Division and Department, California Human Resources (CalHR) in developing positions that the State takes in negotiations related to items within the scope of representation, and implementing agreements between the State and the Child Care Providers United (CCPU). Building a Better Early Care and Education System Act lists contributions to a certified provider organization-administered benefit trust fund, payment and payment reporting procedures for state-funded early care and education programs, and reimbursement rates among the specified matters that are in the scope of representation. The current agreement includes articles related to representation including dues deduction, rates and incentives including definition of part-time and full-time and payment timeliness, and CCPU benefits. The Collective Bargaining Section supports implementation of these provisions in order to comply with the State's responsibilities pursuant to the collective bargaining agreement. Additionally, the SSM III will oversee collaboration with the Research, Automation, and Data Division and other state and local agency data collectors in implementing AB 2832, which will convene a statewide work group, work with a contractor, develop an equity framework, create an equity tool for public and State use, prepare a report for the Legislature, and perform ongoing maintenance of the equity tool. The tool will be used for policy decisions within and outside CCDD. The equity tool will provide the data needed to support the equitable distribution of resources and monitor progress on addressing racial and economic inequities in child care.

15% Direct the operation of CalWORKs and Bridge child care programs. The Emergency Child Care Bridge Program for Foster Children provides child care subsidies for resource families (foster families), child care navigators to help families find child care, and trauma informed care training for child care providers. This program seeks to increase stability of child care placements for foster children, increase home-based placements, and increase the capacity of the child care workforce to care for children who have experienced or are experiencing trauma. Oversight of this program also includes ongoing coordination and supervision of activities related to other subsidized child care. The SSM III will collaborate with internal and external customers, interest holders, and other state departments on a regular basis to resolve complex fiscal and policy issues and facilitate input on and coordinate implementation of CalWORKs and Bridge child care program policies. Provide direction in the development and maintenance of allocations, funding, and management information systems for CalWORKs child care programs.

15% In 2021, CCDD transitioned from the California Department of Education (CDE) to the California Department of Social Services (CDSS). The SSM III will ensure coordination and collaboration with the CDE, the Governor's Office, the Health and Human Services Agency (HHS), the Early Childhood Policy Council, and other interest holders in the context of the transfer of child care programs from CDE to CDSS, the status of progress in implementing the Master Plan for Early Learning and Care, and other high profile investments and collaborative efforts, for a smooth transition.

10% Work with the Policy Office to develop and analyze proposed state and federal legislation and regulations and advise management of potential impacts. Develop state regulations and statewide policy letters to implement CalWORKs and Bridge child care program policies. Manage the development of issue analyses and recommend positions to top management for decisions on relevant program policy matters including the preparation and dissemination of statewide program information.

10% Ensure timely and accurate program consultative services are provided to units within and outside the CDSS on CalWORKs and Bridge child care programs. Direct the development of marketing materials for new and ongoing child care programs to insure that potential recipients and providers are aware of the programs.

5% Participate in branch management activities, assist in staff recruitment and selection, support equal employment opportunity goals and activities, assist in staff development, and delegate assignments to first line supervisors.

B. SUPERVISION RECEIVED:

The SSM III receives direction from and reports directly to the CEA, Branch Chief of the Program Innovation, Policy and Research Branch of the Child Care and Development Division.

C. ADMINISTRATIVE RESPONSIBILITY:

The Bureau Chief is responsible for all management functions of the Bureau, maintenance of effective management information systems, and staffing.

D. PERSONAL CONTACTS:

The Bureau Chief will interact on a daily basis with all levels of government. The SSM III may represent the CDSS in critical and sensitive negotiation settings with the CCPU, county welfare departments, litigants, and other entities.

E. ACTIONS AND CONSEQUENCES:

Poor judgment and direction by the SSM III could hinder the Department's ability to implement and maintain CalWORKs and Bridge child care programs and agreements with CCPU. All management actions will have highly visible and costly political, as well as fiscal, consequences since they will impact relationships among the state, federal and county governments and with CCPU, as well as the public.

F. OTHER INFORMATION:

Technical expertise in welfare, education, and child care and development programs including CalWORKs, state-subsidized child care and development services, child care licensing requirements, employment programs, county program operations, and federal/state legislative and rule making processes is desirable.