

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

SSM II

POSITION NUMBER:

529-4801-005

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

CFSD/CSQMB

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

CWLE/ CW Workforce Development Section

SUPERVISOR'S NAME:

Shahla Craggs

SUPERVISOR'S CLASS:

SSM 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)

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.**2 SSM 1**

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:

The Child Welfare Workforce Development Section's (CWWDS) primary focus is to oversee the development, support, capability, and expertise of child welfare professionals who are providing services to more effectively and holistically meet the needs of vulnerable children and their families. The section oversees and supports capacity building, workforce development, recruitment, retention, training and evaluation via contractual relationships to administer the Title IV-E student stipend program, statewide Regional Training Academies and others. The CWWDS oversees the coordination of the Child Welfare Spending Plan and Training Budget as well as training efforts for new initiatives and program development across the CFSD.

CONCEPT OF POSITION:

Under the supervision of the Bureau Chief, the incumbent is responsible for the full range of duties of an SSM II. Duties include the areas of; child welfare, adult learning curriculum development, including E-Learning, course evaluation; project management; employee development, supervision, and training; policy and procedure development and implementation; personnel relations; employee recruitment, selection, and retention. Coordinates implementation and updates to the CFSP and CFSR to assure high quality, consistent statewide wide training

A. RESPONSIBILITIES OF POSITION:

40% Program Management/Oversight: Plan, organize, and direct the work of supervisory, technical and analytical staff in CWWDS who perform a variety of tasks, including but not limited to: curriculum development; delivery of the statewide child welfare training program, development of learning measures, course evaluation methodologies, and data analysis; administration of statewide child welfare Learning Management system. Oversee personnel issues, staff training and performance.

35% Special Project Development and Implementation: Provides leadership, coordination and oversight to the CFSP Training Plan and CFSR Training Systemic Factor, including but not limited to coordination with internal program partners to assure division wide training needs are met efficiently and effectively, training is of consistently high quality and identify emerging needs. Oversees and coordinates CFSD training contracts and other training related special projects. Coordinates with the CFSD Equity Workgroup to implement training related to CFSD equity goals.

20% Program Analysis/Representation: Coordinates the development of work related to the CWWDS and contractor's training effectiveness including the development of measures and reports and recommendations for improvement for the the CA Child Welfare system and CFSD leadership. Represents the Bureau/Branch/CFSD/CDSS in meetings with internal and external stakeholders. Oversees the statewide training Learning Management System contract and activities.

5% Administrative and Support Staff Services: Reviews and approves unit, section, bureau and branch workplans, telework agreements, timesheets, invoices, forms, and contracts/agreements for training services. Performs other duties as required.

B. SUPERVISION RECEIVED:

The SSM II receives general direction and instructions from the SSM III and other senior management and acts with a great deal of independence both in the office and in the field.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSM II is responsible for all management functions of CWWDS the maintenance of effective policies, procedures, organizations structure and staffing. The SSM II is also responsible for directing CWWDS staff efforts in the achievement of Bureau/Branch/Division/Department goals and objectives.

D. PERSONAL CONTACTS:

The SSM II has frequent contact with internal and external stakeholders to collaborate and report on program activities. Additionally, the SSM II may represent CFSD in meetings with other Department partners, to resolve department wide needs.

E. ACTIONS AND CONSEQUENCES:

The SSM II exercises judgement in making decisions affecting all aspects of CWWDS. Poor judgement and decisions can adversely impact CWWDS and CWLEB morale and effectiveness and could impact the performance of CFSD staff and managers.

F. OTHER INFORMATION:

Experience in child welfare, adult learning, curriculum development and evaluation for both in person and virtual learning environments, contract/project management, and familiarity with Learning Management software. Statewide travel may be required.