

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Assistant

POSITION NUMBER:

800-361-2837-500

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

Child Care Development Division

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

Program Quality and Improvement

SUPERVISOR'S NAME:

Lisa Velarede

SUPERVISOR'S CLASS:

Education Administrator I

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.		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: 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 direction of the Education Administrator I within the Program Quality and Improvement Branch within the CCDD and working cooperatively with program units and managers throughout CDSS, the incumbent is assigned responsibilities to work on various child care and development programs funded by federal and/or State funds, and K-12 articulation and alignment projects. The Child Development Assistant (CDA) will perform the more routine administrative assignments and consultative services by monitoring program components, preparing reports, and making recommendations for improving project effectiveness.

**A. RESPONSIBILITIES OF POSITION:**

40% - Consultation: With guidance, consult with local CCDD agency representatives, other governmental agencies, and other units within CDSS, including program directors, curriculum specialists, teachers, parents, and representatives from the child development community, to develop and implement various CCDD activities which promote the vision, mission, and goals of the CDSS, and CCDD; assist in promoting educational techniques and positive child care and development experiences to promote student learning and well-being; participate and learn the process for Program Reviews, Contract Monitoring Reviews, and investigations of complaints regarding contracted agencies; Assist in providing guidance to contracted agencies, including training and technical assistance, to support high quality early learning and care programs. Ongoing travel is required throughout the year to conduct and complete work related duties.

25% - Document Preparation: In a training capacity, the CDA will write, review, edit, and/or prepare monitoring and other reports, child care bulletins, applications for grants, and request for funding applications; receives guidance on how to develop child development program regulations; prepare written responses to letters and other inquiries; and draft correspondence for the signature of others, including managers up to the Director, as appropriate. suggests revisions to monitoring documents and prepares final monitoring reports. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings for work related to duties.

15% - Presentations: With training, the CDA will learn to use deep program expertise and data, develop, and make presentations at meetings, conferences, and workshops for CCDD staff and various professional organizations, use various modes of delivery including on-site visits, teleconferences, videos; and act as technical expert for child development issues.

10% - Special Projects: Participates in special projects as assigned. The incumbent researches current educational issues relating to various child care and development programs and stays current on trends in the child development field.

5% - Administrative Duties: Collaborates with the supervisor to manage workflow, participates in staff meetings, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.

5% - Other duties as required.

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B. SUPERVISION RECEIVED:

The Child Development Assistant works in the CCDD PQI North Unit under the direction of the Education Administrator I or Bureau Chief. The CDA position may receive training and mentoring from the Child Development Consultants.

C. ADMINISTRATIVE RESPONSIBILITY:

The CDA functions as support with the ability to identify and resolve issues surrounding contractors, business process, communication, and project management.

D. PERSONAL CONTACTS:

The CDA frequently advises and interacts with CCDD, CDSS and other State leadership. In addition, the CDA interacts with various CDSS, CCDD and other State level staff to implement and provide advice regarding assigned areas. Regular interactions will occur with other offices, divisions, and agencies as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with Departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The CDA is responsible for subject matter expertise regarding a federal requirement not previously implemented in California. Executive level leadership will support decisions on the advice and recommendation from this position. The state will implement policies in the field of child care that will affect the state's compliance status with the federal government. Failure to adequately implement the requirements of this position can result in severe fiscal penalties to the State of California and subsequent harm to child care programs.

F. OTHER INFORMATION:

Desirable Qualifications:

- Knowledge of early childhood education, and the state system for subsidized child care and development programs
- Professional oral and written communication skills
- Effective Project Management Skills
- Effective Public Speaking Skills
- Effective relationship building
- Experience problem solving and providing customer service

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Consultant

POSITION NUMBER:

800-361-2834-500

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

Child Care Development Division

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

Program Quality and Improvement

SUPERVISOR'S NAME:

Lisa Velarde

SUPERVISOR'S CLASS:

Education Administrator I

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

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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

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**CONCEPT OF POSITION:**

Under the direction of the Bureau Chief /Education Administrator I of the Program Quality and Improvement Bureau in the Child Care and Development Division (CCDD), the incumbent works cooperatively with program units and managers throughout the California Department of Social Services (CDSS). The incumbent is responsible for working collaboratively with various early child care and development programs funded by federal and/or state funds. The incumbent serves in an educational leadership role for promoting quality child development program implementation at the local, regional, and state levels. Ongoing extensive travel is required for this position to conduct site visits to a region, interact with contracting agencies for assessing programs, monitoring compliance and completing reports in collaboration with other staff, attend meetings to address challenges, present trainings locally to the field to provide statutory and regulatory guidance, technical assistance and support, and other work related purposes.

**A. RESPONSIBILITIES OF POSITION:**

45% - Consultation: Consults with contracted agency representatives, other governmental agencies, internal stakeholders, and external stakeholders, including, but not limited to, program directors, curriculum specialists, teachers, parents, and representatives from the child development community to develop and implement various child care and development activities that promote the vision, mission, and goals of the Deputy Director and the CCDD. The incumbent promotes educational techniques and positive experiences proven to promote the child development and well-being of the whole child such as child development strategies, school transition strategies, and enrichment activities. The incumbent conducts Program Reviews, Contract Monitoring Reviews, and investigations of complaints regarding contracted agencies. The incumbent oversees and provides guidance to contracted agencies, including training and technical assistance, to support high quality child care and development programs. Ongoing travel is required throughout the year to conduct and complete work related to Consultation duties.

25% - Document Preparation: Writes, reviews, edits, and prepares briefings and reports, advisories, child care bulletins, applications for grants, and request for funding applications. The incumbent develops child care and development program regulations, prepares written responses to letters and other inquiries, drafts correspondence for the signature of others, including, but not limited to, the Deputy Director as appropriate. The incumbent suggests revisions to monitoring documents and prepares final monitoring reports. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings for work related to duties.

10% - Presentations: Uses electronic media such as PowerPoint and webinars to develop and conduct presentations at meetings, conferences, and workshops for child development contracted agency staff and various professional organizations. The incumbent acts as a technical expert for child development issues and responds to questions. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings, presentations and conduct trainings for work related to duties.

10% - Special Projects: Participates in special projects as assigned. The incumbent researches current educational issues relating to various child care and development programs and stays current on trends in child development.

5% - Administrative Duties: Collaborates with the supervisor to manage workflow, participates in staff meetings, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.

5% - Other duties as required

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B. SUPERVISION RECEIVED:

The Child Development Consultant works in the CCDD PQI North Unit under the direction of the Education Administrator I or Bureau Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

Consultants may also provide leadership and training to incumbents in the Assistant class in this series. The Consultant functions as a subject matter expert for all areas assigned by the Education Administrator I.

D. PERSONAL CONTACTS:

The Consultant frequently advises and interacts with CCDD, CDSS and other State leadership. In addition, the Consultant interacts with various CDSS, CCDD and other State level staff to implement and provide advice regarding assigned areas. Regular interactions will occur with other offices, divisions, and agencies as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with Departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

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Desirable Qualifications:

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