

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

STAFF SERVICES MANAGER I

POSITION NUMBER:

860-4800-010

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

Community Care Licensing Division

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

Child Care Licensing Program Office - Child Child Integration Unit

SUPERVISOR'S NAME:

Cecelia Asher-Falk

SUPERVISOR'S CLASS:

SSM II

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 clearances through DOJ and 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.

SSM I will directly supervise 4-7 SSA/AGPA positions.

Total number of positions for which this position is responsible: up to 7

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

MISSION OF ORGANIZATIONAL UNIT:

The Child Care Policy Bureau is dedicated to promoting the health, safety, and quality of life of children in child day care through: effective collaboration and consultation with the child care community, associations in developing policies and procedures used in carrying out the child care licensing function; providing training to licensing staff and providers; educating the public and parents about child care licensing; providing proper oversight of county and state licensing operations; and effectively managing the program within budgetary constraints.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

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**CONCEPT OF POSITION:**

Under the general direction of the Child Care Policy Bureau Chief (SSMII), the Child Child Integration Unit's Staff Services Manager I (SSMI) is responsible for planning, organizing, and directing the work of the staff assigned to the unit, setting goals and objectives, evaluating staff performance and developing individual staff development plans.

The Child Child Integration Unit's functions include: research, analysis, and development of policy and procedures, to encourage the equity in early child care development; analysis and implementation of the policy and procedures. Travel required as needed.

A. RESPONSIBILITIES OF POSITION:

45% Establish goals and objectives for the unit consistent with the Bureau's business plan. Plan, prioritize, and direct the work of unit staff in the development of work plans, activities, and time-frames. Review the unit's work for compliance with policy, completeness, and accuracy.

20% Evaluate staff performance, identify staff training and development needs; recruit, select and train new staff to ensure retention of skills appropriate to accomplish program objectives.

20% Apprise Bureau Chief of unit activities on an ongoing basis. Consult with Bureau Chief on issues related to unit activities, including evaluation, resolution, and implementation of complex policy issues. Serves as acting Bureau Chief, as needed.

15% Other duties as required by management such as but not limited to: participating on program and division work-groups related to cross-program policy issues. Participate in ongoing management team meetings, quarterly provider group meetings and other meetings as needed. Perform other duties as assigned by the Bureau Chief. Traveling required as needed.

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B. SUPERVISION RECEIVED:

The SSM I receives direction from, and reports directly to, the Child Care Policy Bureau Chief (SSMII).

C. ADMINISTRATIVE RESPONSIBILITY:

The SSM I is responsible for all management functions, including the assignment and completion of the unit's projects and activities. In the absence of the SSMII, may serve as acting Bureau Chief.

D. PERSONAL CONTACTS:

The SSMI has frequent contact with other SSMI's in the Bureau and the SSMII to plan and direct unit activities. The SSMI also has contact with Division personnel including Child Care Regional Managers, Assistant Program Administrators, Program Administrators, Caregiver Background Check Bureau, Division Administrative Support, and personnel from the Adult and Senior and Children's Residential licensing and policy units. Other Department contacts include Legal Division policy attorneys, stakeholders, and Office of Regulations Development. The SSMI also participates in meetings with representatives from provider groups on a quarterly basis, and may have contacts with legislative aides and licensees.

E. ACTIONS AND CONSEQUENCES:

The SSMI must exercise sound judgment, confidentiality, open-mindedness, flexibility, and demonstrate an ability to act independently. Failure to do so could result in adverse fiscal and policy consequences.

Failure to develop appropriate public policy could impact not only the health and safety of children in care, but could also adversely impact those who provide care to our most vulnerable population, and could expose the Department to liability issues.

F. OTHER INFORMATION:

The SSMI is subject to fingerprinting and a criminal records check by DOJ and FBI. The SSM I must possess a valid driver's license and be able to travel.