

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-261-5393-xxx

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

FEED / CalWORKs &amp; Family Resilience

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

Engagement / Family Services Section/Unit 5

SUPERVISOR'S NAME:

Elizabeth Cao

SUPERVISOR'S CLASS:

Staff Services Manager 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:

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

May lead two to four Associate Governmental Program Analysts, as needed, and perform functions of a lead for up to four analysts in the Staff Services Manager I's absence.

MISSION OF ORGANIZATIONAL UNIT:

To provide policy instructions and oversight of the California Work Opportunity and Responsibility to Kids (CalWORKs) program (welfare in California) to 58 county welfare departments. The CalWORKs program provides economic and whole-family centered support to eligible families to improve child and family well-being.

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**CONCEPT OF POSITION:**

Under direction of the Unit Manager (SSM I), the Associate Governmental Program Analyst will perform more complex policy and program technical assistance to county welfare departments regarding the CalWORKs welfare-to-work program. This includes, with limited assistance by the Unit Manager, providing guidance to county welfare departments regarding program regulations through verbal and written policy interpretations and statewide policy instructions, analyzing proposed and existing statutes and regulations, developing, drafting, and issuing regulations, collaborating with various stakeholder groups regarding policy development, and participating in county policy and data reviews and technical assistance efforts, as well as developing and implementing trauma-informed policy and training for individuals experiencing domestic violence.

**A. RESPONSIBILITIES OF POSITION:**

25% Identify statewide and county-specific policy issues through analysis of caseload data and verbal/written communication with county welfare departments, welfare rights advocates, welfare recipients, inter-departmental staff, and other entities involved in administering, overseeing, or participating in the CalWORKs welfare-to-work program. Develop recommendations using a person-centered and whole family lens for management approval to resolve policy issues by analyzing the issue through review of state and federal laws and regulations or other formal instructions and county performance data, with consideration of equity, improving utilization, and budgetary constraints.

25% Draft and issue formal instruction and guidance through an equity and whole-person lens for county welfare departments to address identified policy issues, or implement new program policy. This includes researching, drafting, and issuing formal policy guidance and instruction, interpreting and analyzing existing statutes and regulations, developing, drafting, and issuing program regulations, creating and revising program forms and notices, coordinating the implementation of new program components, and contract development and coordination.

15% Provide policy consultation and act as a liaison to various program partners and stakeholders, including county welfare departments, other state departments, and inter-departmental entities regarding CalWORKs welfare-to-work program issues. This includes the coordination of policy implementation and clarification workgroups and representing the welfare-to-work program in informal discussions, official meetings, and giving formal presentations to inform and provide guidance on the program's established regulations, current policy challenges, or new program policies.

15% Participate in and perform remote and on-site policy and data reviews and technical assistance with county welfare departments regarding their administration of the welfare-to-work program. This includes evaluation of county welfare department policies and procedures to determine compliance with federal and state laws and rules, and, when necessary, drafting necessary evaluation summaries of county welfare department program compliance; and, providing technical assistance to county welfare departments regarding CalWORKs regulations, policies, data, and systems.

15% Complete written analysis of proposed federal and state legislation that identifies potential impacts the legislation would have on the CalWORKs welfare-to-work program, potential amendments that would improve the legislation, and a recommended position the CDSS should take on the legislation for management consideration. Complete legislative proposals to make changes to statewide welfare-to-work program rules. May also include coordinating the analysis of legislative bills and/or legislative hearing documents.

5% Assist the Unit Manager, Section, and/or Bureau Chief with the coordination of recruitment efforts and in the drafting of budget change proposals, when needed. Participates in work groups and meetings with interested partners as needed. Supports implementation of the branch strategic and equity plan.

Essential functions include communication and the ability to maintain effective working relationships, ability to organize and set priorities. Written products will be developed using Microsoft software (Word, Excel, PowerPoint, Outlook, etc.). Working with other computer software programs may be required.

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B. SUPERVISION RECEIVED:

The Associate Governmental Program Analyst receives direction and reports directly to the Unit Manager (SSM I) and is required to exercise a great deal of independence in completing staff work and providing sound advice and recommendations to management on complex and controversial issues.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Associate Governmental Program Analyst has regular contact with all levels of departmental staff. There are frequent contacts with staff from other state agencies, public and private organizations, federal agencies, and county welfare departments. There is also occasional contact with CalWORKs clients seeking assistance on issues they are facing in receiving services from their county welfare department.

E. ACTIONS AND CONSEQUENCES:

Recommendations developed by the Associate Governmental Program Analyst will be the basis for making policy decisions affecting CalWORKs clients and administration of the welfare-to-work program at the local level. Recommendations and policy instructions to county welfare departments must take into consideration all factors and alternatives to ensure that sufficient information is provided to management to make sound decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect CalWORKs clients.

F. OTHER INFORMATION:

The position requires excellent communication skills, including the ability to prepare extensive written analyses of complex program issues, often with short time constraints, as well as good oral presentation skills. The ability and desire to read and interpret data is critical. Knowledge of CalWORKs welfare-to-work program rules and requirements, the legislative process, the use of government codes and regulations, and government administrative processes and terms is desirable. Some travel is required.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-261-xxxx-xxx

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

FEED / CalWORKs &amp; Family Resilience

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

Engagement / Family Services Section/Unit 5

SUPERVISOR'S NAME:

Elizabeth Cao

SUPERVISOR'S CLASS:

Staff Services Manager I

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

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- Performs other duties requiring high physical demand. *(Explain below)*
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I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

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**SUPERVISION EXERCISED** *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

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**CONCEPT OF POSITION:**

Under the direct supervision of the Unit Manager (SSM I), the Staff Services Analyst will perform less complex policy and program technical assistance to county welfare departments regarding the CalWORKs welfare-to-work program. This includes working closely with the Unit Manager, providing guidance to county welfare departments regarding program regulations through verbal and written policy interpretations and statewide policy instructions, analyzing proposed and existing statutes and regulations, developing, drafting, and issuing regulations, collaborating with various stakeholder groups regarding policy development, and participating in county policy and data reviews and technical assistance efforts, as well as developing and implementing trauma-informed policy and training for individuals experiencing domestic violence.

**A. RESPONSIBILITIES OF POSITION:**

25% Assist in identifying statewide and county-specific policy issues through analysis of caseload data and verbal/written communication with county welfare departments, welfare rights advocates, welfare recipients, inter-departmental staff, and other entities involved in administering, overseeing, or participating in the CalWORKs welfare-to-work program. Develop recommendations using a person-centered and whole family lens for management approval to resolve policy issues by analyzing the issue through review of state and federal laws and regulations or other formal instructions and county performance data, with consideration of equity, improving utilization, and budgetary constraints.

25% Assist in drafting and issuing formal instruction and guidance through an equity and whole-person lens for county welfare departments to address identified policy issues, or implement new program policy. This includes researching, drafting, and issuing formal policy guidance and instruction, interpreting and analyzing existing statutes and regulations, developing, drafting, and issuing program regulations, creating and revising program forms and notices, coordinating the implementation of new program components, and contract development and coordination.

15% Provide policy consultation and act as a liaison to various program partners and stakeholders, including county welfare departments, other state departments, and inter-departmental entities regarding CalWORKs welfare-to-work program issues. This includes the coordination of policy implementation and clarification workgroups and representing the welfare-to-work program in informal discussions, official meetings, and giving formal presentations to inform and provide guidance on the program's established regulations, current policy challenges, or new program policies.

15% Assist on remote and on-site policy and data reviews, and technical assistance with county welfare departments regarding their administration of the welfare-to-work program. This includes evaluation of county welfare department policies and procedures to determine compliance with federal and state laws and rules, and, when necessary, drafting necessary evaluation summaries of county welfare department program compliance; and, providing technical assistance to county welfare departments regarding CalWORKs regulations, policies, data, and systems.

15% Draft written analysis of proposed federal and state legislation that identifies potential impacts the legislation would have on the CalWORKs welfare-to-work program, potential amendments that would improve the legislation, and a recommended position the CDSS should take on the legislation for management consideration. Assist in the completion of legislative proposals to make changes to statewide welfare-to-work program rules. May also include coordinating the analysis of legislative bills and/or legislative hearing documents.

5% Assist the Unit Manager, Section and/or Bureau Chief with the coordination of recruitment efforts and in the drafting of budget change proposals, when needed. Participates in work groups and meetings with interested partners as needed. Supports implementation of the branch strategic and equity plan.

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B. ADMINISTRATIVE RESPONSIBILITY:

None.

C. PERSONAL CONTACTS:

The Staff Services Analyst has regular contact with all levels of departmental staff. There are frequent contacts with staff from other state agencies, public and private organizations, federal agencies, and county welfare departments. There is also occasional contact with CalWORKs clients seeking assistance on issues they are facing in receiving services from their county welfare department.

D. ACTIONS AND CONSEQUENCES:

Input provided by the Staff Services Analyst will contribute to recommendations for making policy decisions affecting CalWORKs clients and administration of the welfare-to-work program at the local level. Recommendations and policy instructions to county welfare departments must take into consideration all factors and alternatives to ensure that sufficient information is provided to management to make sound decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect CalWORKs clients.

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