

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-253-5393-711

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

FEED/CalFresh

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

CalFresh Policy Section/Unit A

SUPERVISOR'S NAME:

Zachary Jenkins

SUPERVISOR'S CLASS:

Staff Services Manager 1 (SSM 1)

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.

n/a

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.

n/a

MISSION OF ORGANIZATIONAL UNIT:

The Policy Bureau in the CalFresh Branch is responsible for providing policy and program guidance for California's Supplemental Nutrition Assistance Program (SNAP). The Bureau reviews and interprets state and federal legislation and provides written guidance to California's 58 counties to properly implement the SNAP program at the local level.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager I (SSM I), the CalFresh Associate Governmental Program Analyst (AGPA) is responsible for a variety of complex activities associated with CalFresh policy development, implementation and interpretation. In addition, the AGPA is involved in legislative bill analysis, special projects requiring research and analysis, and proactively provides recommendations to management for program improvement. The AGPA demonstrates the ability to work independently, as well as in a group setting, and maintains effective and ongoing communication with management.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

25% Provide timely and accurate policy expertise and interpretation to a variety of stakeholders, including counties, departmental staff, advocate groups, the legislature, and the Statewide Automated Welfare System (SAWS). Receive, respond to and catalog formal policy interpretation requests and program inquiries; attend and lead meetings related to assignments.

20% Prepare statewide program information on existing and new CalFresh law, policies and regulations; communicate the information verbally and in writing through mechanisms such as, All County Letters (ACLs), All County Information Notices (ACINs), and All County Welfare Director Letters (ACWDLs) and other official state correspondence. Provide subject matter expertise to support the development and revision of program regulations. Proactively coordinate efforts with the Operations Section and CalFresh technical assistance unit.

20% Research and analyze CalFresh policy issues. Prepare issue papers and written recommendations for decisions or clarification on new and existing program matters. Lead and develop analysis of state and federal legislation; track bill progress, assist in developing statutory amendments and new legislative proposals.

20% Develop, manage, and implement special projects directed at improving program effectiveness. Serve as the primary point of contact and subject matter expert for the project. Special projects may also include responding to program litigation and court decisions.

10% Provide general branch support by preparing accurate written materials for all levels of government (county, state and federal); preparing speech and presentation materials; maintaining current, organized and retrievable program information that ensures accurate and accountable responses; responding to general inquiries from other entities, including the legislature, counties, advocacy groups and the general public, with regard to program innovations and special projects; etc.

5% Perform other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA receives general direction from and reports to the SSM I. Assignments usually come from the SSM I, but may also come from the section chief and/or bureau chief. The AGPA works independently the majority of the time and is expected to produce complete products. In addition, the AGPA is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency prior to submitting to SSM I for approval.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA may be asked to function in a lead capacity and assist in the training of new staff.

D. PERSONAL CONTACTS:

The AGPA has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

E. ACTIONS AND CONSEQUENCES:

The AGPA makes recommendations on a range of policy issues that impact program operation. Assignments prepared by the AGPA will be the basis for making policy decisions that directly affect CalFresh recipients. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

F. OTHER INFORMATION:

CalFresh program experience is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. The AGPA must have working knowledge of the computer and have the ability to use the following programs: Word, Excel, Outlook and Internet Explorer. Due to complex and critical assignments, good attendance is expected. Occasional travel and overtime may be required.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-253-5157-711

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

FEED/CalFresh

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

CalFresh Policy Section/Unit A

SUPERVISOR'S NAME:

Zachary Jenkins

SUPERVISOR'S CLASS:

Staff Services Manager 1 (SSM 1)

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.

n/a

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.

n/a

MISSION OF ORGANIZATIONAL UNIT:

The Policy Bureau in the CalFresh Branch is responsible for providing policy and program guidance for California's Supplemental Nutrition Assistance Program (SNAP). The Bureau reviews and interprets state and federal legislation and provides written guidance to California's 58 counties to properly implement the SNAP program at the local level.

CONCEPT OF POSITION:

Under the direct supervision of the Staff Services Manager I (SSM I), the CalFresh Staff Services Analyst (SSA), is responsible for a variety of entry level analyst activities associated with CalFresh policy development, implementation and interpretation. In accordance with skill level, the SSA is also involved in legislative bill analysis and special projects requiring research and analysis.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

30% Provide timely and accurate policy expertise and interpretation to a variety of stakeholders, including counties, departmental staff, advocate groups, the legislature, and the Statewide Automated Welfare System (SAWS). Receive, respond to and catalog less complex policy interpretation requests and program inquiries; attend meetings related to assignments and support AGPA or SSM1 lead by compiling and preparing materials .

25% Prepare statewide program information on existing and new CalFresh law, policies and regulations; communicate the information verbally and in writing through mechanisms such as, All County Letters (ACLs), All County Information Notices (ACINs), and All County Welfare Director Letters (ACWDLs) and other official state correspondence. Support subject matter expert with the development and revision of program regulations. Proactively coordinate efforts with the Operations Section and CalFresh technical assistance unit.

20% Research and analyze CalFresh policy issues. Assist SSM 1 in preparing issue papers and written recommendations for decisions or clarification on new and existing program matters. Help draft analysis of smaller scale state and federal legislation under supervision of SSM 1; track bill progress, assist in developing statutory amendments and new legislative proposals.

10% Support special projects directed at improving program effectiveness. Special projects may also include responding to program litigation and court decisions.

10% Provide general branch support by reviewing accurate written materials for all levels of government (county, state and federal); reviewing and assisting with speech and presentation materials; maintaining current, organized and retrievable program information that ensures accurate and accountable responses; responding to general inquiries from other entities, including the legislature, counties, advocacy groups and the general public, with regard to program innovations and special projects; etc.

5% Perform other duties as assigned.

B. SUPERVISION RECEIVED:

The SSA receives direct supervision from and reports to the SSM I. Assignments usually come from the SSM I, but may also come from the section chief and/or bureau chief. The SSA is expected to produce complete products. In addition, the SSA is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency prior to submitting to SSM I for approval.

C. ADMINISTRATIVE RESPONSIBILITY:

n/a

D. PERSONAL CONTACTS:

The SSA has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

E. ACTIONS AND CONSEQUENCES:

The SSA makes recommendations on a range of policy issues that impact program operation. Assignments prepared by the SSA will be the basis for making policy decisions that directly affect CalFresh recipients. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

F. OTHER INFORMATION:

CalFresh program experience is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. The SSAA must have working knowledge of the computer and have the ability to use the following programs: Word, Excel, Outlook and Internet Explorer. Due to complex and critical assignments, good attendance is expected. Occasional travel and overtime may be required.