

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-361-5157-XXX

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

Child Care & Development Division

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

ITCSB/PIIS/Program Integrity & Improvement Unit B

SUPERVISOR'S NAME:

Vanessa Saunders

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: **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 child care partners.

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I, Program Integrity and Improvement Unit B (PII-B), Program Quality Implementation Office (PQI), the Staff Services Analyst (SSA) will independently provide support for local program administration. This position provides monitoring and analytical services in support of this function, which requires extensive travel.

A. RESPONSIBILITIES OF POSITION:

40% - Program Responsibilities: In a learning capacity independently and in collaboration with PQI Consultants, responsible for conducting on-site reviews of Child Care and Development Division (CCDD) funded programs based on established sampling procedures and protocols. Analyze data from reviews to determine deficient practices and/or policies; assess error rates in order to develop and implement error rate reduction plans (ERRP) as applicable; interpret existing federal and state regulatory laws and regulations to develop improvements; ensure implementation of improved and compliant practices and/or policies; and report summary data to PII-B Managers, PQI Administrators, PQI Consultants, and contractors.

25% - Written Communications and Verbal Communications: In a learning capacity write, review, and/or edit reports summarizing the findings of on-site reviews; develop and implement error rate reduction plans with management, program staff and consultants. Provide necessary on-site technical assistance for program to meet error rate reduction targets. Prepare written analyses and recommendations on issues to supervisory levels; prepare written responses to letters and other inquiries; draft correspondence for the signature of others, including PQI managers up to the CCDD Deputy Director; consult with contractors and PQI Consultants; provide written and verbal advice and expertise to contractors; and provide written and verbal interpretations of laws and regulations to contractors and supervisors.

10% - Research and Administrative Duties: In a learning capacity review and analyze statute and regulations; research program integrity procedures used by other programs and/or other states; stay current on trends and relevant changes relating to CalWORKs and Child Care Development Fund child care programs; participate in staff meetings; apprise supervisors of the status of projects and problems; and assist other staff with critical projects, as needed.

10% - Database Design/Management: In a learning capacity develop and/or manage both spreadsheets and databases in Microsoft Excel and ACCESS to support data from reviews and other PQI processes.

10% - Presentations: In a learning capacity develop and make presentations at meetings, conferences, and workshops for child care agency staff and various professional organizations, using various modes of delivery including on-site visits, teleconferences, and videos; act as a technical expert for child development issues; and respond to questions.

5% - Other duties as required.

B. SUPERVISION RECEIVED:

The SSA works in the CCDD Program Integrity & Improvement Unit B under the supervision of the Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA functions in a training capacity to identify and resolve issues surrounding business process, communication, project management, and Division-wide issues, as applicable.

D. PERSONAL CONTACTS:

The SSA has frequent contact and attends meetings with other departmental staff, staff from other local, state, and federal government agencies, and private/public organizations. The SSA with assistance from the SSM and/or AGPA frequently advises and interacts with CCDD and PQIB leadership and staff. In addition, SSA in a training capacity with assistance will interact with all Division staff to implement and provide advice in professional development programs and policies related to CCDD and Departmental objectives. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with Departmental policies and practices.

E. ACTIONS AND CONSEQUENCES:

The SSA is responsible for facilitating effective communication, collaborating in a team environment, and in a training capacity with assistance provide subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the Department to fiscal, legal and audit risk

F. OTHER INFORMATION:

Desirable Qualifications include:

- Excellent interpersonal, team player, communication, and presentation skills are essential for success
- Experience facilitating multi-child care partner projects is highly desirable. Knowledge of child care programs is highly desirable

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-361-5393-XXX

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

Child Care & Development Division

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

ITCSB/PIIS/Program Integrity & Improvement Unit B

SUPERVISOR'S NAME:

Vanessa Saunders

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
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EMPLOYEE'S SIGNATURE

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☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

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CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I, Program Integrity and Improvement Unit B (PII-B), Program Quality Implementation Office (PQI), the Associate Governmental Program Analyst (AGPA) will independently provide support for local program administration. This position provides monitoring and analytical services in support of this function, which requires extensive travel.

A. RESPONSIBILITIES OF POSITION:

40% - Program Responsibilities: Independently and in collaboration with PQI Consultants, responsible for conducting on-site reviews of Child Care and Development Division (CCDD) funded programs based on established sampling procedures and protocols. Analyze data from reviews to determine deficient practices and/or policies; assess error rates in order to develop and implement error rate reduction plans (ERRP) as applicable; interpret existing federal and state regulatory laws and regulations to develop improvements; ensure implementation of improved and compliant practices and/or policies; and report summary data to PII-B Managers, PQI Administrators, PQI Consultants, and contractors.

25% - Written Communications and Verbal Communications: Write, review, and/or edit reports summarizing the findings of on-site reviews; develop and implement error rate reduction plans with management, program staff and consultants. Provide necessary on-site technical assistance for program to meet error rate reduction targets. Prepare written analyses and recommendations on issues to supervisory levels; prepare written responses to letters and other inquiries; draft correspondence for the signature of others, including PQI managers up to the CCDD Deputy Director; consult with contractors and PQI Consultants; provide written and verbal advice and expertise to contractors; and provide written and verbal interpretations of laws and regulations to contractors and supervisors.

10% - Research and Administrative Duties: Review and analyze statute and regulations; research program integrity procedures used by other programs and/or other states; stay current on trends and relevant changes relating to CalWORKs and Child Care Development Fund child care programs; participate in staff meetings; apprise supervisors of the status of projects and problems; and assist other staff with critical projects, as needed.

10% - Database Design/Management: Develop and/or manage both spreadsheets and databases in Microsoft Excel and ACCESS to support data from reviews and other PQI processes.

10% - Presentations: Develop and make presentations at meetings, conferences, and workshops for child care agency staff and various professional organizations, using various modes of delivery including on-site visits, teleconferences, and videos; act as a technical expert for child development issues; and respond to questions.

5% - Other duties as required.

B. SUPERVISION RECEIVED:

The AGPA works in the CCDD Program Integrity & Improvement Unit B under the supervision of the Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA functions in a training capacity to identify and resolve issues surrounding business process, communication, project management, and Division-wide issues, as applicable.

D. PERSONAL CONTACTS:

The AGPA has frequent contact and attends meetings with other departmental staff, staff from other local, state, and federal government agencies, and private/public organizations. The AGPA with assistance from the SSM and/or AGPA frequently advises and interacts with CCDD and PQIB leadership and staff. In addition, AGPA in a training capacity with assistance will interact with all Division staff to implement and provide advice in professional development programs and policies related to CCDD and Departmental objectives. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with Departmental policies and practices.

E. ACTIONS AND CONSEQUENCES:

The AGPA is responsible for facilitating effective communication, collaborating in a team environment, and in a training capacity with assistance provide subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the Department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

Desirable Qualifications include:

- Excellent interpersonal, team player, communication, and presentation skills are essential for success
- Experience facilitating multi-child care partner projects is highly desirable. Knowledge of child care programs is highly desirable