

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Manager (SSM) I

POSITION NUMBER:

800-473-4800-912

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

HHD / Data, Integration, and Operations Branch

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

Administration and Operations Section/Administrative Services Unit

SUPERVISOR'S NAME:

Frances Beltran

SUPERVISOR'S CLASS:

Staff Services Manager (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)*

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.

The SSM I provides supervision to three (3) professional staff.

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.

MISSION OF ORGANIZATIONAL UNIT:

The Housing and Homelessness Division is currently a fully remote workplace.

The vision of the California Department of Social Services, Housing and Homelessness Division is to empower communities to end homelessness and promote housing stability for all Californians. The Division currently oversees seven Housing and Homelessness programs serving children and families, older adults, and adults with disabilities.

Our mission is to work with stakeholders to:

- Integrate social services with housing support services
- Share best practices and creative solutions
- Increase access to benefits and client-centered services
- Ensure any instance of homelessness is rare, brief, and non-recurring.

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**CONCEPT OF POSITION:**

Under the general direction of the Administration and Operations Section Manager (SSM II), the SSM I of the Administrative Support Services Section (ASU), manages various administrative support functions. The SSM I supervises three (3) professional staff. Activities include oversight of the State Operations budget, Fiscal, and contract and grant management related to local implementation of CDSS funded housing and homeless programs. The SSM I also provides administrative support to Branch Managers and Deputy Director of Housing and Homelessness Division and other activities as needed.

**A. RESPONSIBILITIES OF POSITION:****35% - Budgets and Contracts**

Plans, organizes, directs, and evaluates contract and grants held by the Division. This includes understanding and maintaining expertise on contract and service order processes, training staff on the contract and grant responsibilities of the Division, adhering to requirements, tracking contract terms and expiration dates. Lead the organization and development of Division contracts processes and execution. Collaborate with program policy staff and managers on contract execution. Organizes and directs the Housing Initiatives Spending Plan, Historical Claims Data, and Division allocations and expenditures. Prepare, and supervise staff who prepare, Memorandum of Understanding (MOUs), Disaster Unemployment Assistance (DUAs), Business Use Change Proposals (BUCPs), and others. Work with Administration and Legal Divisions to ensure all contracts and grants held by the Division are within compliance. Supervision of staff responsible for contract and grants management, Fiscal, the Division and State Operations budget, hiring, personnel issues, and related items. Providing feedback, training, coaching, and support as needed. Preparing probation reports, annual reviews, and other documents for direct reports.

**35% - Fiscal and Operations Support**

Directs and supervises staff work products and supervises staff assigned to the Fiscal, Budgets, and Contracts activities within HHD, including three analysts to determine ongoing work assignments and delegate responsibilities including, assigning ad hoc projects for budget drills, Budget Change Proposal (BCP) tracking in conjunction with Division leadership, budget progress reports, budget savings, tracking and recommended use of multiple funding streams, reviewing and approving purchase orders, and monitoring and evaluating performance. Assist Division leadership with the drafting, data collection, and revisions of BCPs, and with preparing formal responses to the Department of Finance. Supervises program projections based on fiscal and program data. This includes supervision of assignments related to various transactions and miscellaneous activities including monitoring of monthly expenditures for the Division. Liaison between HHD, Budgets, Allocations, Grants Management, Accounting and Fiscal Policy staff. Provide updates to Bureau and Division managers for requests from Leadership, the Legislature, and the Department of Finance, as needed.

**20% - Administrative Services**

In collaboration with the Operations unit, responsible for Human Resources and personnel related issues within the Division, including recruitment, hiring, on-boarding processes, and other items related to staff development and progressive discipline. Monitor and provide expertise on Information Technology Acquisition Plans (ITAP), manually tracking hardware and software inventory, leads time sheet guidance and service locations (formerly PCA Codes), support analyst staff who process Legislative Gifts from the Legislature, and available funding and encumbrance deadlines for Division-wide contractual agreements.

5% - Monitor CalHR and Department policy changes and duties as required to fulfill the HHD mission, goals, and objectives. Coordinate with Division leadership on administrative processes, participates in Division strategic planning.

5% - Other duties as assigned.

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B. SUPERVISION RECEIVED:

The SSM I receives general direction from and reports to the SSM II and may receive indirect guidance from Bureau Chief, Branch Chief, or Deputy Director, and Administration and Operations Section of the Housing and Homelessness Division.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSM I is involved in a wide array of administrative activities throughout the branch as described in Section A., above.

D. PERSONAL CONTACTS:

The SSM I has regular contact with managers and staff throughout the Division as well as the Administration, Budgets, Accounting, and Information Systems Divisions.

E. ACTIONS AND CONSEQUENCES:

The SSM I makes decisions and recommendations affecting the administrative aspects of the Housing and Homelessness Division. Tracks budget projections and Department-wide assignments that must be tracked attentively and timely to avoid any penalties from control agencies. Budget expenditures (State Support) are monitored closely to ensure that the Division operates in a surplus mode. Poor judgment or failure to meet deadlines may result in reductions in work group productivity and the ability to meet critical deadlines.

F. OTHER INFORMATION:

Knowledge of the State Operations budget is important in providing monitoring activities for the branch and bureau managers. An overall knowledge of how the department operates is desirable along with how the branch relates to the Executive, Administration and Information Systems Divisions. Periodic on-site work is required.