

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

POSITION NUMBER:

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

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

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.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION:

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION: Staff Services Analyst	POSITION NUMBER: 800-291-5157-700
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> Family Engagement & Empowerment Division/Child and Adult Care Food Programs Branch	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> Community Nutrition Programs Section/Community Nutrition Programs Unit 2
SUPERVISOR'S NAME: Jeannine Cook	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*)

This position requires up to 10 percent travel.

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 California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The Child and Adult Care Food Program (CACFP) is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants health and well-being. There are five components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, (4) At-risk After School Care and (5) Family Day Care Homes.

Under the general direction of the Staff Services Manager (SSM) II, the Community Nutrition Programs Units (CNPU) in the CACFP Branch provide leadership in serving as direct liaisons with sponsors implementing CACFP, supporting the implementation of the program and bringing on new sponsors.

CONCEPT OF POSITION:

Under the direct supervision of the SSM I in the CNPU of the Family Engagement & Empowerment Division (FEED), CACFP Branch, and working cooperatively with program units and supervisors throughout the CDSS, the Staff Services Analyst (SSA) provides analytical support, updates CNPU web page content, conducts online program testing, and assists with all nutrition program management and FEED/CACFP Branch administrative issues.

A. RESPONSIBILITIES OF POSITION:

40% Nutrition Program Administration:

Reviews and is familiar with state and federal laws, regulations, and policies affecting the CACFP
Researches and assists in the development of guidance and technical assistance (TA) materials for dissemination to CACFP Operators as necessary
Reviews revisions of forms, new applications, renewal documents, and other TA materials
Responds to initial agency inquiries regarding eligibility for CACFP participation
Conducts preapproval visits; processes and recommends approval or disapproval of program operators and site applications based on identified criteria
Reviews the annual CACFP agreement updates for an assigned caseload; ensures that all renewal inquiries from program operators and internal staff are answered in an accurate and timely manner
Recommends renewal or nonrenewal of CACFP Operators to the SSM I
Evaluates and approves CACFP Operator administrative budgets, quarterly reports, and budget revisions
Participates in the review of food service management contracts and food vendor contracts to ensure compliance with state and federal regulations
Reviews and approves CACFP participation change requests
Assists to provide TA as needed to participating program operators and assist in conducting on-site TA sessions and orientation workshops when necessary to assure program integrity
Advises the SSM I and other team members on unusual and sensitive issues; researches problems and recommends alternatives for resolution

30% Nutrition Program Specialist:

Assists in the preparation of letters, management bulletins, and memos to communicate regulation requirements and state and federal policies and procedures.
Conducts research and responds to inquiries from management, staff, and program operators.
Helps to develop training materials and other presentations for nutrition program conferences and workshops.
Under the direct supervision of the SSMI, may assist with presentations, training, special projects, federal and state regulations, and legislation.
Provides assistance with analysis and TA to other FEED/CACFP units on program operations, including policy and regulation interpretation, program requirements and compliance issues, FEED/CACFP Branch.
Participates in representing the CNPU on committees and task forces

as required. 15% Miscellaneous Program Duties:

Performs copy editing as requested by FEED/CACFP Branch management.
Advises and assists with the training of new staff members.
Collaborates with other analysts in the preparation of chronologies and statements of issues for case conferences and appeals; represents the CACFP Branch during appeal hearings as required.
Assists to complete critical projects to meet deadlines as assigned by the CNPU SSM I, CNP Section Chief, CACFP Branch Chief and FEED Deputy Director
Prepares bill analysis as needed

10% Travel:

Conducts preapproval visits for new agencies and provides on-site TA for new and existing agencies, to assure the integrity of the CACFP.
Travels to conferences and outreach events to assist with presentations and act as a delegate for the CACFP Branch.

5% Performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The SSA receives direct supervision from and reports directly to the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SSA will have contact with CACFP operators and participants, CACFP stakeholders, departmental employees, other federal, state, and local governmental agencies, and appeals hearings staff.

E. ACTIONS AND CONSEQUENCES:

The SSA works with the SSM I to make recommendations regarding training to aid in successful operations and support; provides input on renewal or nonrenewal of CNP Operators, which is an integral part of continuity of operations and services for the CACFP. The SSA provides ongoing support and accurate TA to CACFP Operators. Also critical to this position is the integrity in the review of CNP Operator administrative budgets, quarterly reports, and budget revisions. Therefore, good judgment in making recommendations, and having proficient knowledge is critical to meet the responsibility to evaluate and maximize the effectiveness of work processes. Failure to use good judgment could result in misspent program dollars, litigation against the CDSS, and/or the deprivation of adequate services to CACFP recipients.

F. OTHER INFORMATION:

This SSA must have good interpersonal communication skills, ability to work well under pressure, and adapt to changing priorities and work environment. The SSA is required to utilize initiative and resourcefulness in completing assignments, and maintain familiarity with program updates, State and Federal regulations, and the ability to provide accurate TA support, as feasible and needed.