

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-355-5393-711

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

Child Care & Development Division

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

CCPolicy & Development Bureau/Bargaining Unit

SUPERVISOR'S NAME:

Amanda Gollon

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.

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 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 childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare 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 stakeholders.

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Associate Governmental Program analyst (AGPA) will serve as subject matter expert on collective bargaining of child care providers and is responsible for assisting with the development of policy guidance and union liaising with county administrators and contracted Alternative Payment Providers. The AGPA will also provide support related to the statewide implementation and management of subsidy child care programs.

A. RESPONSIBILITIES OF POSITION:

40% Work with approved child care provider organizations regarding all aspects of collective bargaining and child care policy. Coordinate with Child Care Providers United (CCPU), California Department of Human Resources (CalHR), Childcare Providers Labor Relations Division, California Public Employees Relations Board (PERB), and other Department of Social Services partners by performing research in response to policy guidelines and questions, tracking work projects, and completing written communications related to the bargaining process between these organizations. With guidance, develop and deliver management approved presentations and recommendations on union matters at Division, Branch, Bureau, and Unit meetings as well as county regional meetings and will manage board and staff meetings with internal and external stakeholders. Ensure precise and detailed informational summaries are captured to deliver to management along with proposed responses to unanswered questions.

20% In a training capacity, analyze proposed state and federal legislation and regulations in the child care milieu to develop policy recommendations and advise management of potential impacts on child care policy. Prepare issue papers and recommendations for decisions on program policy matters. With guidance, develop skills to draft regulations and policy instructions to implement program requirements and policies.

15% Participate in coordination and collaboration with other agencies, divisions within the Department, and the California Department of Education to ensure timely transmission of information to approved child care provider organizations required by statute. Assist in contributing to the program evaluation process by participating in partnership meetings with county staff and stakeholders.

10% Under supervision, conducts research and analysis in order to respond to communication from child care providers, the general public, internal, and external stakeholders, which includes, but is not limited to working with and liaising between the division teams and child care providers.

10% Prepare correspondence (letters, reports, progress/tracking documentation), memorandums, All-County Letters, All-County Information Notices, etc., as requested. Ensure thorough and open communication and engagement with internal and external partners in order to ensure that the goals of the program are being met.

5% Other related duties as related to providing support and resources to the Child Care Policy and Development Bureau, as appropriate for the classification.

B. SUPERVISION RECEIVED:

The AGPA receives general instructions from the SSM I. The SSM I is available for questions. Project status reports are made and final products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

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.

E. ACTIONS AND CONSEQUENCES:

Recommendations are made regarding program policy and fiscal issues and direction for the effective implementation of welfare-related and other child care programs. Faulty analysis and recommendations and decisions could result in hindering successful operation of subsidized and other child care programs.

F. OTHER INFORMATION:

Knowledge of county child care program operations; child care services and licensing requirements; and state subsidized child care is preferred. The position requires excellent communication skills, including the ability to prepare written analysis of complex program issues within prescribed time frames. Due to the nature of this job, some assignments may be given with tight deadlines. Often the job's goals are fluid and change as the assignment progresses. Therefore, the incumbent must: 1) have the ability to maintain a calm focus to produce a quality product under tight time frames, 2) be flexible and understand changes in parameters and directions, 3) maintain an open mind and see the philosophical/conceptual basis of alternative positions, and 4) provide rationale for positions. Occasional travel for conferences, and other related meetings or work group involvement may be required. The incumbent will use voice-mail and electronic-mail to facilitate quick communications. The ability to use computers for composing documents, charts, and spreadsheets is required. Bi-lingual preferred.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-355-5393-711

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

Child Care & Development Division

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

CC Policy & Development Bureau/Bargaining Unit

SUPERVISOR'S NAME:

Amanda Gollon

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.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

X 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 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 childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare 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 stakeholders.

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Staff Services analyst (SSA) will serve as subject matter expert on collective bargaining of child care providers and is responsible for assisting with the development of policy guidance and union liaising with county administrators and contracted Alternative Payment Providers. The SSA will also provide support related to the statewide implementation and management of subsidy child care programs.

A. RESPONSIBILITIES OF POSITION:

40% Work with approved child care provider organizations regarding all aspects of collective bargaining and child care policy. Coordinate with Child Care Providers United (CCPU), California Department of Human Resources (CalHR), Childcare Providers Labor Relations Division, California Public Employees Relations Board (PERB), and other Department of Social Services partners by performing research in response to policy guidelines and questions, tracking work projects, and completing written communications related to the bargaining process between these organizations. With guidance, develop and deliver management approved presentations and recommendations on union matters at Division, Branch, Bureau, and Unit meetings as well as county regional meetings and will manage board and staff meetings with internal and external stakeholders. Ensure precise and detailed informational summaries are captured to deliver to management along with proposed responses to unanswered questions.

20% In a training capacity, analyze proposed state and federal legislation and regulations in the child care milieu to develop policy recommendations and advise management of potential impacts on child care policy. Prepare issue papers and recommendations for decisions on program policy matters. With guidance, develop skills to draft regulations and policy instructions to implement program requirements and policies.

15% Participate in coordination and collaboration with other agencies, divisions within the Department, and the California Department of Education to ensure timely transmission of information to approved child care provider organizations required by statute. Assist in contributing to the program evaluation process by participating in partnership meetings with county staff and stakeholders.

10% Under supervision, conducts research and analysis in order to respond to communication from child care providers, the general public, internal, and external stakeholders, which includes, but is not limited to working with and liaising between the division teams and child care providers.

10% Prepare correspondence (letters, reports, progress/tracking documentation), memorandums, All-County Letters, All-County Information Notices, etc., as requested. Ensure thorough and open communication and engagement with internal and external partners in order to ensure that the goals of the program are being met.

5% Other related duties as related to providing support and resources to the Child Care Policy and Development Bureau, as appropriate for the classification.

B. SUPERVISION RECEIVED:

The SSA receives supervision and direction from the SSM I or above. The SSA is required to utilize their initiative in completing assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA is involved in a limited array of administrative activities throughout the division as outlined in Section A.

D. PERSONAL CONTACTS:

The SSA interacts with all levels of CDSS Management staff, County welfare staff, public and private agencies, the general public, Legislative Staff, academicians, researchers, and others as necessary.

E. ACTIONS AND CONSEQUENCES:

The SSA exercises good judgment in analyzing issues and making recommendations regarding case reviews and federal compliance. Flawed analysis or inaccurate technical assistance information may result in inadequate reporting to the federal government jeopardizing the successful operation of child welfare programs. In addition, faulty or incomplete analysis of division programs would result in inappropriate policy decisions impacting counties' provision of child welfare services or inefficient use of scarce and valuable resources.

F. OTHER INFORMATION:

Knowledge of county child care program operations; child care services and licensing requirements; and state subsidized child care is preferred. The position requires excellent communication skills, including the ability to prepare written analysis of complex program issues within prescribed time frames. Due to the nature of this job, some assignments may be given with tight deadlines. Often the job's goals are fluid and change as the assignment progresses. Therefore, the incumbent must: 1) have the ability to maintain a calm focus to produce a quality product under tight time frames, 2) be flexible and understand changes in parameters and directions, 3) maintain an open mind and see the philosophical/conceptual basis of alternative positions, and 4) provide rationale for positions. Occasional travel for conferences, and other related meetings or work group involvement may be required. The incumbent will use voice-mail and electronic-mail to facilitate quick communications. The ability to use computers for composing documents, charts, and spreadsheets is required. Bi-lingual preferred.