

State of California - Department of Social Services
DUTY STATEMENT

CURRENT/PROPOSED

EMPLOYEE NAME:

vacant/recruit

CLASSIFICATION:

Associate Governmental Program Analyst - Limited Term

POSITION NUMBER:

800-354-5393-582

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

Child Care & Development Division

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

Admin Services Unit

SUPERVISOR'S NAME:

Clara Terry

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

Lupe Jaime-Mileham

Digitally signed by Lupe Jaime-Mileham
 Date: 2022.04.19 15:55:58 -07'00'

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 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 direction of the Staff Services Manager I of the Administrative Services Unit (ASU) of the Child Care and Development Division (CCDD), and working cooperatively with program staff and supervisors throughout the Department of Social Services (CDSS), the Associate Governmental Program Analyst (AGPA) processes CCDD grants for payment, tracks grants and payments, and provides support to staff managing grants. Specifically, the incumbent will:

A. RESPONSIBILITIES OF POSITION:

45% - Grant Implementation and Maintenance: The incumbent will independently prepare and maintain division grants; coordinate with the CCDD consultants and various CDSS offices (e.g., Accounting, Contracts and Purchasing Bureau, Budgets Bureau, and Fiscal Forecasting and Policy Branch) throughout the process of grant award packages and grant payment approval; assist the program office with reviewing fiscal documents, including grant budgets and invoices; and maintain grant expenditure reports and time lines. The AGPA will assist program staff with creating grant allocations.

25% - Written Communications: Write, review and /or otherwise prepare documents, including reports, tracking documents, surveys, and grant-related forms for the CCDD; prepare written analyses and recommendations on issues to supervisory levels; and draft correspondence for the signature of supervisor or higher managers.

15% - Verbal Communications: Consult with supervisor and consultants to develop grants; provide technical expertise for grants, preparation, maintenance, and payments; make recommendations on grant issues to supervisory levels; and respond to questions and provide advice to supervisors, office consultants and analysts, and grantees.

10% - Research: Review and analyze laws and rules relating to State Administrative Manual and keep current on relevant issues and trends relating to grants.

5% - Administrative Duties: Participate in staff meetings; apprise supervisors of the status of projects and problems; assist staff with critical projects as needed; and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The AGPA works in the CCDD Administrative Services Unit (ASU) under the supervision of the Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA provides administrative support to the grants processes of grant award packages, verifications of grantees, and grant payment requests. The AGPA works with grant monitors, management, and other divisions to obtain approvals and receive input on grant award packages.

D. PERSONAL CONTACTS:

The AGPA has frequent interactions with the ASU Staff Services Manager I, other analysts, grant monitors, and CDSS Accounting related to administrative grant duties. 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 procedures.

E. ACTIONS AND CONSEQUENCES:

The AGPA is responsible for facilitating effective communication, conducting effective grants management, and providing 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 of these outcomes can expose the Department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience with grants
- Excelling organization skill
- Strong analytical skills with keen and careful attention to detail
- Effective communication skills
- Excellent Microsoft Excel skills
- Highly motivated with a strong work ethic

State of California - Department of Social Services
DUTY STATEMENT

CURRENT/PROPOSED

EMPLOYEE NAME: Vacant/Recruit	
CLASSIFICATION: Staff Services Analyst - Limited Term	POSITION NUMBER: 800-354-5157-XXX
DIVISION/BRANCH/REGION: <u>(UNDERLINE ALL THAT APPLY)</u> Child Care & Development Division	BUREAU/SECTION/UNIT: <u>(UNDERLINE ALL THAT APPLY)</u> Admin Services Unit
SUPERVISOR'S NAME: Clara Terry	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 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 of the Administrative Services Unit (ASU) of the Child Care and Development Division (CCDD), and working cooperatively with program staff and supervisors throughout the Department of Social Services (CDSS), the Staff Services Analyst (SSA) processes CCDD grants for payment, tracks grants and payments, and provides support to staff managing grants. Specifically, the incumbent will:

A. RESPONSIBILITIES OF POSITION:

45% - Grant Implementation and Maintenance: The incumbent will receive guidance on how to prepare and maintain division grants; coordinate with the CCDD consultants and various CDSS offices (e.g., Accounting, Contracts and Purchasing Bureau, Budgets Bureau, and Fiscal Forecasting and Policy Branch) throughout the process of grant award packages and grant payment approval; assist the program office with reviewing fiscal documents, including grant budgets and invoices; and maintain grant expenditure reports and time lines. The SSA will assist program staff with creating grant allocations.

25% - Written Communications: In a training capacity, write, review and /or otherwise prepare documents, including reports, tracking documents, surveys, and grant-related forms for the CCDD; prepare written analyses and recommendations on issues to supervisory levels; and draft correspondence for the signature of supervisor or higher managers.

15% - Verbal Communications: With assistance, consult with supervisor and consultants to develop grants; provide technical expertise for grants, preparation, maintenance, and payments; with guidance, make recommendations on grant issues to supervisory levels; and respond to questions and provide advice to supervisors, office consultants and analysts, and grantees.

10% - Research: Assist in reviewing and analyzing laws and rules relating to State Administrative Manual and keep current on relevant issues and trends relating to grants.

5% - Administrative Duties: Participate in staff meetings; apprise supervisors of the status of projects and problems; assist staff with critical projects as needed; and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The SSA works in the CCDD Administrative Services Unit (ASU) under the supervision of the Staff Services Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA provides administrative support to the grants processes of grant award packages, verifications of grantees, and grant payment requests. The SSA works with grant monitors, management, and other divisions to obtain approvals and receive input on grant award packages.

D. PERSONAL CONTACTS:

The SSA has frequent interactions with the ASU Staff Services Manager I, other analysts, grant monitors, and COSS Accounting related to administrative grant duties. 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 procedures.

E. ACTIONS AND CONSEQUENCES:

The SSA is responsible for facilitating effective communication, conducting effective grants management, and providing 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 of these outcomes can expose the Department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience with grants
- Excelling organization skill
- Strong analytical skills with keen and careful attention to detail
- Effective communication skills
- Excellent Microsoft Excel skills
- Highly motivated with a strong work ethic