

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Student Assistant

POSITION NUMBER:

880-4870-910

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

Community Care Licensing Division (CCLD)

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

Children's Residential Program Office (CRPO)

SUPERVISOR'S NAME:

Alan Elnor

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM 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)

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation. Proof of application for, or enrollment as a student in an appropriate college or university program must be provided within 30 days of hire.

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):

- ☒ 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:

It is the mission of the Children's Residential Program to protect and improve the lives of all youth who reside in a community care facility through the administration of a transparent licensing system that is collaborative, fair, and supportive of families.

---

**CONCEPT OF POSITION:**

Under the close supervision of the Staff Services Manager II or manager designee, the Student Assistant will work in a learning-centered environment by participating in multifaceted activities within the Children's Residential Program Office. The Student Assistant may be assigned to assist the analysts working on special projects or assignments.

**A. RESPONSIBILITIES OF POSITION:**

- 30% Assists the analysts in the Policy Units in conducting research, data collection, review and analysis of information, regulations, policies and procedures.
- 30% Assists the analysts in the Training and Out-of-State Group Homes Units in entering data in spreadsheets and tracking of logs.
- 10% Assists the analysts in the Licensing Information System (LIS) and Legal Administrative Action Research System (LAARS) Unit in entering information in the database, researching information, reviewing and processing of applications.
- 10% Assists the analysts in the Administrative Support Unit in compiling, logging and tracking of monthly overtime and/or travel reports.
- 10% Operates various types of office equipment such as computer, photocopier, fax machine, multi-line phone, etc. Photocopies documents, files materials, archives files and creates historical files according to established procedures.
- 5% Participates in special projects or assignments to assist the staff in the Children's Residential Program.
- 5% Performs other duties as required and assigned.

---

B. SUPERVISION RECEIVED:

The Student Assistant is supervised by the Staff Services Manager II or manager designee.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Student Assistant has contact with staff from the CCLD, CDSS and various other state agencies and the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise judgment on sensitive information could result in negative public image.

F. OTHER INFORMATION:

The Student Assistant will be working in a team setting. Desired qualifications include: good interpersonal and communication skills, ability to analyze reports accurately, proficiency in Microsoft Office Suite (Word, Excel and Outlook), ability to meet deadlines, work under pressure and maintain professionalism in the office environment.

Proof of application for, or enrollment as a student in an appropriate college or university program must be provided. In compliance with Government Code 18220, the hiring supervisor shall provide preference to qualified job applicants who are, or have been, dependent children in foster care, homeless youth, or formerly incarcerated youth. This preference shall be granted to applicants up to 26 years of age.