

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

530 5393 xxx

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

Children and Family Services Division

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

Fiscal Policy & Admin Support Bureau/Fiscal Services Unit

SUPERVISOR'S NAME:

Kim Beach-Lewis

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*)

Subject to fingerprinting and criminal record clearance by DOJ and FBI.

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 Child Welfare Digital Services (CWDS) is a collaboration of California state and local government agencies that supports our customers through technology to assure the safety, permanency, and well-being of children and youth at risk of abuse, neglect, or exploitation. The CWDS maintains and operates the existing Child Welfare Services/Case Management System (CWS/CMS), including implementation of operational changes to that system.

At the same time, in the context of the CWS-California Automated Response and Engagement System (CWS-CARES), CWDS will develop and implement a new technology platform and set of digital services that will be deployed incrementally over the next few years.

CONCEPT OF POSITION:

The AGPA is under direction of the Staff Services Manager I of the Fiscal Services Unit/ in the Fiscal Policy & Administrative Support Bureau of the Child Welfare System Branch. The AGPA performs a variety of analytical duties to support the financial, administrative and contractual activities. The AGPA will work directly with state, county and departmental staff on a broad range of interdisciplinary governmental issues and fiscal policies in support of the CWDS. This position supports a project of high visibility and actions of the team will be scrutinized by the Legislature, federal government, county welfare departments, other State departments and the media. This position requires the highest level of confidentiality and sensitivity as management decisions are made.

A. RESPONSIBILITIES OF POSITION:

40% Provide analytical support within CWDS in the areas of budget, expenditure tracking, fiscal management, and reporting. Activities in these areas include but are not limited to: contract and interagency agreement management; authorizing the payment of invoices against contracts and interagency agreements; developing and updating fiscal policies; oversight and/or review of Budget Change Concepts and Budget Change Proposals, Feasibility Study Reports, Special Project Reports, Advance Planning Documents, and Alternative Analyses; drafting and/or reviewing correspondence to the Administration for Children and Families (ACF); preparing and/or reviewing monthly reports and briefing material for CDSS, Health and Human Services Agency, and control agencies regarding CWDS issues.

20% Provide written and/or technical assistance to information requests from internal and external stakeholders. Develop written correspondence, memorandums, County Fiscal Letters, All County Letters, All County Information Notices, etc. to ensure consistent, accurate delivery of information.

15% Conduct research/analysis on the interpretation and application of child welfare related federal and state laws, regulations, and guidelines related to fiscal responsibilities, reconciliation, reporting, and county costs. Participate in federal and state audits and ad hoc drills.

15% Work with the CWDS staff and contractors, and CDSS fiscal staff to provide the required fiscal data for inclusion in Advanced Planning Documents (APD) and other federal correspondence and approval documents. Prepare or review the cover letter to the APD, and prepare and/or review materials necessary for CDSS Executive Management to brief ACF staff on the components of the APD and other federal correspondence and approval documents.

5% Work closely with other Branch, Division, CWDS Project and Administrative staff, and CDSS Administration Division staff to identify and develop recommendations regarding internal business processes that will result in more efficient operations and more effective communication among all parties.

5% Performs other duties related to position as required.

AGPA SPECIFIC COMPETENCIES:

- Knowledge and ability to complete staff work;
- Ability to analyze data and information;
- Ability to effectively communicate verbally and in writing;
- Ability to participate as a contributing team member; and
- Ability to seek mutually acceptable solutions and develop strategies to address complex issues.

B. SUPERVISION RECEIVED:

The AGPA will report directly to the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA is responsible for a variety of analytical duties to support the financial, administrative and contractual activities for CWDS.

D. PERSONAL CONTACTS:

The AGPA has frequent contact with the Office of Systems Integration project staff, CDSS fiscal and contracts staff, and other staff within CFSD. There is also frequent contact with federal, State and county agencies, as well as private sector consultants and vendors.

E. ACTIONS AND CONSEQUENCES:

The AGPA must exercise good judgment, operational procedures, and communications with departmental and county representatives regarding project requirements, direction and objectives. Lack of judgment in these areas can result in mismanagement of funds, and legal, fiscal, or regulatory disputes with the ACF or other public agencies.

F. OTHER INFORMATION:

The CWDS has access to confidential and highly sensitive case specific information that must not be shared or discussed outside the work setting.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

530 5157 XXX

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

Children and Family Services Division

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

Fiscal Policy & Admin Support Bureau/Fiscal Services Unit

SUPERVISOR'S NAME:

Kim Beach-Lewis

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)

Subject to fingerprinting and criminal record clearance by DOJ and FBI.

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:

The Child Welfare Digital Services (CWDS) is a collaboration of California state and local government agencies that supports our customers through technology to assure the safety, permanency, and well-being of children and youth at risk of abuse, neglect, or exploitation. The CWDS maintains and operates the existing Child Welfare Services/Case Management System (CWS/CMS), including implementation of operational changes to that system.

At the same time, in the context of the CWS-California Automated Response and Engagement System (CWS-CARES), CWDS will develop and implement a new technology platform and set of digital services that will be deployed incrementally over the next few years.

CONCEPT OF POSITION:

The Staff Services Analyst (SSA) is under direction of the Staff Services Manager I of the Fiscal Services Unit. As part of the Fiscal Policy and Administrative Support Bureau or the Child Welfare System Branch the SSA performs less complex analytical duties to support the financial, administrative and contractual activities. The SSA will work directly with state, county and departmental staff on a broad range of interdisciplinary governmental issues and fiscal policies in support of the CWDS. This position supports a project of high visibility and actions of the team will be scrutinized by the Legislature, federal government, county welfare departments, other State departments and the media. This position requires the highest level of confidentiality and sensitivity as management decisions are made.

A. RESPONSIBILITIES OF POSITION:

40% Assist in the areas of budget, expenditure tracking, fiscal management, and reporting. Activities in these areas include but are not limited to: contract and interagency agreement management; authorizing the payment of invoices against contracts and interagency agreements; assist in developing and updating fiscal policies; assist in the review of Budget Change Proposals, Feasibility Study Reports, Special Project Reports, Advance Planning Documents, and Alternative Analyses; assist in drafting and/or reviewing correspondence to the Administration for Children and Families (ACF); assist in preparing and/or reviewing less complex monthly reports and briefing material for CDSS, Health and Human Services Agency, and control agencies regarding CWDS issues.

20% Assist with written and/or technical assistance to information requests from internal and external stakeholders. Assist with the development and release of written correspondence, memorandums, All-County Letters, All-County Informational Notices, etc. to ensure consistent, accurate delivery of information.

15% Conduct less complex research/analysis on the interpretation and application of child welfare related federal and state laws, regulations, and guidelines related to fiscal responsibilities, reconciliation, reporting, and county costs. Participate in federal and state audits and ad hoc drills.

15% Support CWDS staff and contractors, and CDSS fiscal staff to provide the required fiscal data for inclusion in Advanced Planning Documents (APD) and other federal correspondence and approval documents. Assist in the preparation or review the cover letter to the APD, and assist with the preparation and/or review materials necessary for CDSS Executive Management to brief ACF staff on the components of the APD and other federal correspondence and approval documents.

5% Work closely with other Branch, Division, CWDS Project and Administrative staff, and CDSS Administration Division staff to identify and develop recommendations regarding internal business processes that will result in more efficient operations and more effective communication among all parties.

5% Performs other duties related to position as required.

SSA SPECIFIC COMPETENCIES:

- Ability to reason logically and creatively;
- Ability to utilize a variety of analytical techniques to resolve governmental and project issues;
- Ability to work under pressure;
- Ability to participate as a contributing team member; and
- Ability to seek mutually acceptable solutions and develop strategies to address complex issues.

B. SUPERVISION RECEIVED:

The SSA reports to the SSM I, or the Bureau Chief. Progress and status reports are made frequently and final products are reviewed for completeness and accuracy.

C. ADMINISTRATIVE RESPONSIBILITY:

No direct supervisory responsibility.

D. PERSONAL CONTACTS:

The SSA has frequent contact with the Office of Systems Integration project staff, CDSS fiscal and contracts staff, and other staff within CFSD. There is also frequent contact with federal, State and county agencies, as well as private sector consultants and vendors.

E. ACTIONS AND CONSEQUENCES:

The SSA must exercise good judgment, operational procedures, and communications with departmental and county representatives regarding project requirements, direction and objectives. Lack of judgment in these areas can result in mismanagement of funds, and legal, fiscal, or regulatory disputes with the ACF or other public agencies.

F. OTHER INFORMATION:

The CWDS has access to confidential and highly sensitive case specific information that must not be shared or discussed outside the work setting.