

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Education Administrator I

POSITION NUMBER:

800-353-2657-910

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

Child Care & Development Division

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

Policy Unit

SUPERVISOR'S NAME:

Lupe Jaime-Mileham (Acting)

SUPERVISOR'S CLASS:

CEA

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.

1.0 Education Program Consultant
4.0 Child Development Consultant
1.0 Associate Governmental Program Analyst

Total number of positions for which this position is responsible: 6.0

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 California Department of Social Services (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 general direction from the Deputy Director of the Child Care and Development Division (CCDD) and the Program Innovation, Policy and Research (PIPR) Branch Chief, the Education Administrator I (EA I) manages the Policy Unit. Responsibilities for this position include providing leadership, directing workload, and supervising staff responsible for Child Care and Development policy and program implementation objectives. This position may also be required to testify and present at legislative hearings on behalf of the California Department of Social Services regarding Child Care and Development legislative objectives.

A. RESPONSIBILITIES OF POSITION:

45% In consultation with the Deputy Director of CCDD and PIPR Branch Chief, direct the formulation and implementation of strategies to coordinate CCDD's policy and legislative functions, including but not limited to: legislative bill analysis, trailer bill analysis, budget hearing talking points, regulation development, state law interpretation, federal law interpretation, pilot program implementation, and other related duties; recommend and obtain approval for major policy and legislative implementation strategies from managerial levels of policy and legislative divisions of the California Department of Social Services (CDSS); direct the implementation of policy and legislative tasks in support of the division as a whole; independently determine topical routine decisions; and, in collaboration with the Deputy Director and other leadership of CCDD, propose changes designed to improve the policy and legislative business processes assigned to the office and affecting systems division-wide.

25% Plan, coordinate and facilitate strategies to implement new programs mandated by the Budget Act and new legislation. Conduct new program implementation with input from and in coordination with internal and external stakeholders as appropriate. Manage the creation of Child Care Bulletins to support the field in implementation of new or amended program objectives as required by state or federal law or policy changes.

15% Direct and supervise staff assigned as direct reports; determine ongoing work assignments and delegate responsibilities; direct daily activities and special assignments; monitor and evaluate performance; approve travel and leave; conduct, arrange, and approve training.

10% Represent CCDD within the CDSS and in the field; meet with key local, state, and national program representatives, including, but not limited to: other State Child Care Administrators, the United States Department of Health and Human Services, Administration for Children and Families, Associate Commissioners and staff, California State Legislature Representatives and staff, the California Department of Finance and the California Health and Human Services Agency; make presentations; gather feedback and concerns; clarify policies and procedures; and promote networking among similar programs

5% Interview and select personnel assigned as direct reports; perform fiscal responsibilities to support the work of the office; ensure that correspondence from the office meets departmental standards and policies; keep the Deputy Director apprised of the status of projects and tasks; participate in CDSS and CCDD manager's meetings and CDSS and CCDD staff meetings; and respond to requests for assistance from CCDD managers, staff, and the public.

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B. SUPERVISION RECEIVED:

The Policy Unit Administrator receives direction from, and reports to, the Program Innovation, Policy and Research Branch Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The Policy Unit Administrator functions as a highly skilled manager with the ability to identify and resolve issues surrounding learning, capacity building, program development, and Department-wide adoption and implementation, as applicable.

D. PERSONAL CONTACTS:

The Policy Unit Administrator frequently advises and interacts with CCDD, Office of Legislation, Fiscal Forecasting and Policy Branch, Department of Finance, California Health and Human Services Agency and California State Legislature leadership and staff. In addition, the Policy Unit Administrator interacts with all Departmental staff to implement and provide advice in professional development programs and policies related to CCDD and Departmental Child Care Policy objectives. Regular interactions will occur with other departments and agencies, legislative staffers, and advocacy groups, as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with control agency policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The Policy Unit Administrator is responsible for ensuring growth and development of competent staff at all levels. Failure to have adequately prepared staff can have severe fiscal, operational, human resource management, and service program consequences. Failure to implement a staff development program can adversely affect staff morale and the ability to retain current staff and attract new staff to the Department. Failure to adequately track and guide Department-wide workforce and succession planning efforts will adversely affect the Department's readiness for unanticipated workforce shortages in the future.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience working with state legislative and budget priorities
- Effective project management skills
- Effective public speaking skills
- Experience working with the public to implement new legal mandates and programs
- Effective political communication skills
- Experience with political strategy development