

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-521-5393-xxx

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

CFSD/Adoptions Services Branch

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

Adoptions Support Unit

SUPERVISOR'S NAME:

Kanitra Simmons

SUPERVISOR'S CLASS:

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)*

Fingerprint clearance required

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.

4 Office Technicians (OT)

MISSION OF ORGANIZATIONAL UNIT:

To find suitable, permanent adoptive homes for children whose parents are unwilling or unable to care for them.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) performs a variety of consultative and analytical assignments in the adoptions and records management program. The position also assists with special projects.

A. RESPONSIBILITIES OF POSITION:**Essential Functions:**

- 35% The AGPA manages a caseload of adoption documents, related to adoption records, submitted by licensed public and private adoption agencies. Review/analyze legal documents for compliance to applicable government code sections and Departmental regulations and policies. The AGPA will complete an acknowledgment form, within mandated time frames, to notify the agency if adoptive placement can proceed or if additional verification/documentation is required. Provide consultation to agencies when case specific questions occur and ensure agencies are compliant with Adoption Program laws and regulations.
- 20% Prepare written responses to requests by adoptees, adoptive parents, birth parents and/or siblings for adoption background information by reviewing case files and determining family history that may be released pursuant to pertinent statutes, regulations and policies. Arrange contact between consenting adult adoptees, birth parents and siblings by notifying parties in writing to release contact information.
- 15% Receive incoming calls from the general public, and public and private adoption agencies. Provide information regarding adoption programs, laws, regulations and policies. Provide post adoption service consultation and interpretation to the general public by giving information to callers regarding policy and procedures, laws, regulations required to obtain information.
- 10% Coordinate the transfer of adoption records when private agencies close. Review, track and organize incoming adoption records to prepare files for permanent storage. Create digital case files or scans with incoming documentation from counties, private agencies and CDSS regional/field offices, verify case for accuracy by confirming case numbers and other pertinent case information, enter adoption information into Master Adoption Index database. Act as team lead to assist Office Technicians with complex issues relating to setting up files. Search for and obtain adoption file in response to adoption record requests (AD 200 requests). Verify requestor has authorization to access the requested file/case material and provides the file. Track AD 200 requests and file location.
- 10% Responsible for complex and controversial assignments; conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; and perform other related duties such as analysis in regards to statewide adoption record storage and retrieval system and assisting with developing and implementing changes as need to provide a secure and efficient system. Research and resolve missing and/or inaccurate adoption records. Track intercountry and foreign-born adoption statistics.
- 5% Responsible for processing form AD 22 (Health Facility Form) by checking Master Adoption Index (MAI) for receipt of adoption petition filing, and if no record of an adoption petition is filed, then follow up to ensure proper custody of the child occurs.

Marginal Functions

- 5% Independently create, update and maintain procedure manuals for the Adoptions Support Unit.

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AGPA has daily contact with other Branch staff, licensed adoption agencies, and the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material could result in information being released to unauthorized persons. In addition, an acknowledgment being issued without all the parties rights being terminated.

F. OTHER INFORMATION:

Fingerprint clearance required

Responsible for lifting and carrying boxes of closed adoption cases weighing up to 25 pounds to the State Record Center.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-521-5157-xxx

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

CFSD/Adoptions Services Branch

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

Adoptions Support Unit

SUPERVISOR'S NAME:

Kanitra Simmons

SUPERVISOR'S CLASS:

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)*

Fingerprint clearance required

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.

4 Office Technicians (OT)

MISSION OF ORGANIZATIONAL UNIT:

To find suitable, permanent adoptive homes for children whose parents are unwilling or unable to care for them.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs a variety of less complex analytical assignments in the adoptions and records management program. The position also assists with special projects.

A. RESPONSIBILITIES OF POSITION:**Essential Functions:**

- 35% The SSA assists the associate level analysts with adoption documents, related to adoption records, submitted by licensed public and private adoption agencies. Review/analyze legal documents for compliance to applicable government code sections and Departmental regulations and policies. The SSA will complete an acknowledgment form, within mandated time frames, to notify the agency if adoptive placement can proceed or if additional verification/documentation is required. Provide guidance to agencies when case specific questions occur and ensure agencies are compliant with Adoption Program laws and regulations.
- 20% Prepare written responses to requests by adoptees, adoptive parents, birth parents and/or siblings for adoption background information by reviewing case files and determining family history that may be released pursuant to pertinent statutes, regulations and policies.
- 20% Assist with facilitating the transfer of adoption records when private agencies close. Review, track and organize incoming adoption records to prepare files for permanent storage. Research and resolve missing and/or inaccurate adoption records. Track intercountry and foreign-born adoption statistics. Create digital case files or scans with incoming documentation from counties, private agencies and CDSS regional/field offices, verify case for accuracy by confirming case numbers and other pertinent case information, enter adoption information into Master AdoptionIndex database. Act as team lead to assist Office Technicians with complex issues relating to setting up files. Search for and obtain adoption file in response to adoption record requests (AD 200 requests). Verify requestor has authorization to access the requested file/case material and provides the file. Track AD 200 requests and file location.
- 15% Receive incoming calls from the general public, and public and private adoption agencies. Provide information regarding adoption programs, laws, regulations and policies.
- 5% Responsible for processing form AD 22 (Health Facility Form) by checking Master Adoption Index (MAI) for receipt of adoption petition filing, and if no record of an adoption petition is filed, then follow up to ensure proper custody of the child occurs.

Marginal Functions

- 5% Assist with creating, updating and maintaining procedure manuals for the Adoptions Support Unit.

B. SUPERVISION RECEIVED:

The SSA is directly supervised by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SSA has daily contact with other Branch staff, licensed adoption agencies, and the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material could result in information being released to unauthorized persons. In addition, an acknowledgment being issued without all the parties rights being terminated.

F. OTHER INFORMATION:

Fingerprint clearance required

Responsible for lifting and carrying boxes of closed adoption cases weighing up to 25 pounds to the State Record Center.