


**PROPOSED**  
 **CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION <b>Nutrition Services Division</b>		POSITION NUMBER (Agency – Unit – Class – Serial) <b>174-190-5393-855</b>	
UNIT <b>Compliance Coordination Unit</b>		POSITION CONTROL NO. <b>0893</b>	
INCUMBENT		CLASS TITLE <b>Associate Governmental Program Analyst</b>	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
Under the direction of the Staff Services Manager (SSM) I in the Compliance Coordination Unit of the Nutrition Services Division (NSD) and working cooperatively with the Field Services Administration (FSA), the Resource Management Unit, and other units within the NSD, the Associate Governmental Program Analyst (AGPA) performs journey-level work by providing analytical support, coordinating and monitoring the pre- and post-review activities, and providing technical assistance (TA) to internal and external customers related to the Child Nutrition Programs (CNP) administrative review (AR) processes.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>		
40%	<b>Child Nutrition Programs Administrative Reviews</b> <ul style="list-style-type: none"> <li>• Take part in the development of CNP workload</li> <li>• Notify program operators of impending ARs</li> <li>• Review and approve Off-site Assessment Tools (OAT) and their supporting documentation to determine areas of high risk</li> <li>• Provide TA to internal and external customers related to off-site portion of the AR</li> <li>• Coordinate with the program units, and the FSA to review the program operators' information on the OATs to ensure compliance with federal and state laws, policies, and guidelines</li> <li>• Coordinate, monitor, and provide support for off-site AR activities to ensure timely and accurate completion</li> <li>• Develop and maintain a tracking tool to track off-site AR activities and generate the status reports</li> <li>• Assist the field reviewers with completing on-site activities as needed, such as reviewing household meal applications to ensure compliance with federal regulations</li> </ul>		
20%	<b>Complaint and Civil Rights</b> <ul style="list-style-type: none"> <li>• Receive complaints and assign out to be investigated</li> <li>• Develop complaint report for investigation including pertinent federal and state regulatory citations</li> <li>• Track status and maintain log of complaints</li> <li>• Receive civil right complaints and forward to the USDA for investigation</li> <li>• Update, distribute, and track annual mandatory civil rights training for NSD staff</li> <li>• Provide responses to USDA management evaluations</li> </ul>		


20%	<p><b>Written and Verbal Communication</b></p> <ul style="list-style-type: none"> <li>• Draft findings and appropriate corrective action(s) related to off-site AR activities to be included in the final AR summation report</li> <li>• Ensure that findings are properly documented with supporting legal basis in the final AR summation report.</li> <li>• Facilitate the collection of required corrective action documents from program operators and analyze documents to ensure that they address the corrective action plans</li> <li>• Coordinate communication between NSD headquarters staff, NSD outstationed staff, and program operators to ensure program integrity, consistent communication, timely responses to issues that may arise, and timely receipt of information related to the ARs</li> <li>• Ensure that findings are properly documented with supporting legal basis in the final AR summation report</li> <li>• Develop procedures and tools related to the off-site AR activities</li> <li>• Prepare letters, memos, spreadsheets, and other correspondence in accordance with the California Department of Education (CDE) Correspondence Guide and Style Manual, and in collaboration with the CDE Legal Division as needed</li> </ul>	
10%	<p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Travel throughout the state to assist with monitoring CNP Operators to ensure compliance with federal and state laws, policies, and guidelines</li> <li>• Travel throughout the state to attend and present at trainings, meetings, and conferences regarding CNP AR process and procedures</li> <li>• Overnight travel may be required</li> </ul>	
10%	<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Interpret and apply federal and state laws, policies, and guidance for all CNPs</li> <li>• Keep SSM I apprised of the status of ARs, special projects, and critical issues by providing status reports</li> <li>• Participate in staff meetings, workshops, conferences, and trainings</li> <li>• Work with other CDE divisions as needed</li> <li>• Coordinate and perform Community Eligibility Provision validations</li> <li>• Perform Provision 2/3 Base Year Reviews</li> <li>• Perform other job-related duties as required</li> </ul> <p style="text-align: right;">(10/21)</p>	
<b>To be reviewed and signed by the supervisor and employee:</b>		
<p><b>Supervisor's statement:</b></p> <ul style="list-style-type: none"> <li>• <i>I have discussed the duties and responsibilities of the position with the employee</i></li> <li>• <i>I have signed and received a copy of the duty statement.</i></li> </ul>		
SUPERVISOR'S NAME (Print) <b>Bart Lyszkiewicz</b>	SUPERVISOR'S SIGNATURE	DATE
<p><b>Employee's statement:</b></p> <ul style="list-style-type: none"> <li>• <i>I have discussed the duties and responsibilities of the position with my supervisor</i></li> <li>• <i>I have signed and received a copy of the duty statement</i></li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
<p><i>Distribution: Original:      Official Personnel File Copy:      Supervisor Copy:      Employee Copy:      Program File</i></p>		

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DIVISION <b>Nutrition Services Division</b>		POSITION NUMBER (Agency – Unit – Class – Serial) <b>174-190-5157-855</b>	
UNIT <b>Compliance Coordination Unit</b>		POSITION CONTROL NO. <b>0893</b>	
INCUMBENT		CLASS TITLE <b>Staff Services Analyst (General)</b>	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
Under the general supervision of the Staff Services Manager (SSM) I in the Compliance Coordination Unit of the Nutrition Services Division (NSD) and working cooperatively with the Field Services Administration (FSA), the Resource Management Unit, and other units within the NSD, the Staff Services Analyst (SSA) assists the CCU journey-level analysts with providing analytical support, coordinating and monitoring the pre- and post-review activities, and providing technical assistance (TA) to internal and external customers related to the Child Nutrition Programs (CNP) administrative review (AR) processes.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>		
40%	<b>Child Nutrition Program Administrative Reviews</b> <ul style="list-style-type: none"> <li>Assist with the development of CNP workload</li> <li>Notify program operators of impending ARs</li> <li>Review and approve Off-site Assessment Tools (OAT) and their supporting documentation to determine areas of high risk</li> <li>Provide TA to internal and external customers related to off-site portion of the AR</li> <li>Coordinate with the program units, and the FSA to review the program operators' information on the OATs to ensure compliance with federal and state laws, policies, and guidelines</li> <li>Assist with coordinating, monitoring, and providing support for off-site AR activities to ensure timely and accurate completion</li> <li>Assist with developing and maintaining a tracking tool to track off-site AR activities and generate the status reports</li> <li>Assist the field reviewers with completing on-site activities as needed, such as reviewing household meal applications to ensure compliance with federal regulations</li> </ul>		
20%	<b>Complaint and Civil Rights</b> <ul style="list-style-type: none"> <li>Receive complaints and assigns out to be investigated</li> <li>Draft complaint report for investigation including pertinent federal and state regulatory citations</li> <li>Track status and maintain log of complaints</li> <li>Receive civil right complaints and forward to the USDA for investigation</li> <li>Update, distribute, and track annual mandatory civil rights training for NSD staff</li> <li>Draft responses to USDA management evaluations</li> </ul>		

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10%	<p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Travel throughout the state to assist with monitoring CNP Operators to ensure compliance with federal and state laws, policies, and guidelines</li> <li>• Travel throughout the state to attend and present at trainings, meetings, and conferences regarding CNP AR process and procedures</li> <li>• Overnight travel may be required</li> </ul>	
10%	<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Interpret and apply federal and state laws, policies, and guidance for all CNPs</li> <li>• Keep SSM I apprised of the status of ARs, special projects, and critical issues by providing status reports</li> <li>• Participate in staff meetings, workshops, conferences, and trainings</li> <li>• Work with other CDE divisions as needed</li> <li>• Coordinate and perform Community Eligibility Provision validations</li> <li>• Perform Provision 2/3 Base Year Reviews</li> <li>• Perform other job-related duties as required</li> </ul> <p style="text-align: right;">(10/21)</p>	
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SUPERVISOR'S NAME (Print) <b>Bart Lyszkiewicz</b>	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
<p>Distribution: Original:      Official Personnel File Copy:      Supervisor Copy:      Employee Copy:      Program File</p>		