

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Adoptions Supervisor I

POSITION NUMBER:

524-9420-xxx

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

CFSD/Adoption Services Branch

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

Oakland Regional Office

SUPERVISOR'S NAME:

Beth Wrightson

SUPERVISOR'S CLASS:

Adoptions Supervisor II

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
- X 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.

3 Adoptions Specialists

Total number of positions for which this position is responsible: 3

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 Adoption Services Branch (ASB) is to support each child to grow up in a permanent and loving family that will provide them with access to opportunities for healthy development and well-being.

CONCEPT OF POSITION:

Under the general direction of the Adoptions Supervisor II (Regional Office Manager), the Adoptions Supervisor I assists in providing services in the Independent and Agency adoption programs. This position serves as a first level supervisor responsible for casework operations.

A. RESPONSIBILITIES OF POSITION:

45% Supervises field office staff in providing direct adoption services to the public. Directs the ongoing activities of staff, this includes directing and overseeing assignments to staff; establishing priorities and time frames for completion of assignments, and monitoring of those time frames to ensure unit goals are met; reviewing and editing all work produced by unit staff to ensure final products meet content requirements of management; ensuring operational procedures are established and revised as necessary to track assignments and priorities to meet deadlines and goals of unit including timely completion of adoption finalizations.

20% Confers and corresponds with the Department's attorneys, Attorney General staff, County Counsels, and the courts regarding case specific litigation. Directs and assist staff with planning and identifying issues for court. Assist staff in hearing techniques when appropriate.

15% Supervises the preparation of statistics and special reports to evaluate the effectiveness of casework operations. Ensures data entered into the CWS and Agency, Independent and Adoption Assistance Program Database is accurate.

5% Consults with other supervisors/managers in the planning, development and implementation of Federal and state adoption policies through task force assignments involving proposed legislation and regulations.

5% Works on administrative tasks with other office management on recruitment, selection, hiring, training and evaluation of professional and clerical staff. Develops goals and objectives; identifies policy and administrative problems and recommends solutions; evaluates unit staff performance and completes annual performance evaluations and Individual Development Plans; approves and monitors unit staff attendance; and makes recommendations to management regarding unit personnel issues including staff recruitment needs and disciplinary actions as necessary.

5% Acts as Grievance Review Hearing Officer when hearings are requested by adoptive applicants. Coordinate requests for hearings, meets with adoptive applicants and consults with other departmental staff to make final determination.

5% Other duties as related to the Adoption Services Branch.

B. SUPERVISION RECEIVED:

The Adoptions Supervisor I is supervised by the Adoptions Supervisor II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Adoptions Supervisor I assists with the maintenance and performance of the office including its budget and assists the regional office manager in the implementation of California and CDSS policies and procedures.

D. PERSONAL CONTACTS:

The Adoptions Supervisor I has contact with prospective adoptive parents, birth parents, attorneys, Adoptions Service Providers, county welfare department management, judges and staff from the office of the Attorney General and the California Department of Social Services. The Adoptions Supervisor I responds to general and specific inquiries regarding practice and procedures. The Adoptions Supervisor I testifies in court on adoption cases and acts as a Grievance Review Hearing Officer for applicants. The Adoptions Supervisor I is called upon to communicate with the news media and to make presentations before groups.

E. ACTIONS AND CONSEQUENCES:

The Adoptions Supervisor I exercises judgement in making casework decisions, as well as representing the Bureau and Branch in meetings, court hearings and grievance review hearings, media contacts. Poor judgement and poor public relations impact upon the Department and damage the public image of California adoptions services. Failure to use good judgement and discretion could exacerbate family crisis situations and result in the over expenditure of state and federal funds in Adoption Assistance Program benefits or deprive families of benefits that are due them.

F. OTHER INFORMATION:

The Adoptions Supervisor I is called upon to travel periodically within their region and to Sacramento regularly for Bureau meetings. Fingerprint clearance required.