

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Child Nutrition Supervisor II

POSITION NUMBER:

800-292-2157-003

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

Family Engagement & Empowerment Division/Child and Adult Care Food Programs Branch

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

Program Integrity & Improvement Bureau

SUPERVISOR'S NAME:

Jessica Dailey-Keithline

SUPERVISOR'S CLASS:

Bureau Chief, Staff Service Manager III (SSM III)

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.

The Child Nutrition Supervisor II (CNS II) directly supervises, supports, and evaluates the performance of two Child Nutrition Supervisor I's (CNS I) and approx. 10 – 12 Child Nutrition Consultants and Assistants.

Total number of positions for which this position is responsible: **12**

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 California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The CACFP is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants health and well-being. There are four components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, and (4) At-risk After school Care.

CONCEPT OF POSITION:

Under the general direction of the Child and Adult Care Food Program (CACFP) Branch Chief (CEA A) of the Family Engagement and Empowerment Division (FEED), the Child Nutrition Supervisor II (CNS) II manages the Program Integrity Field Services Section, which includes the units for the Northern and Central Regions. The CNS II has full responsibility for a wide breadth of highly complex, multidisciplinary, and diverse staff services and program functions, providing direct leadership and guidance to two subordinate supervisors (CNS) I and 10 Child Nutrition Consultant (CNC) staff.

A. RESPONSIBILITIES OF POSITION:

25% The CNS II exhibits strong leadership, communication, interpersonal, organizational, problem-solving, and managerial skills in order to tackle numerous fiscal, technological, and administrative challenges, including: Fiscal and Information Technology Oversight: Oversee the Bureau's budget to ensure funds are expended according to federal and state laws. Leverage maximum use of existing funds and seek ways to obtain additional funding. Establish, manage, and improve the accounts receivable collection process to reduce the loss of federal and state funds. Oversee the Bureau's contract and invoice processing practices. Oversee the development of Budget Change Proposals, budget revisions, and expenditure plans for funding received in the Bureau. Oversee the maintenance and updates of numerous existing databases within the Bureau. Oversee the post-production support and policy/change management of the Child Nutrition Information and Payment System.

20% Program Oversight: Provide oversight, monitoring, and maintenance of program integrity for the Child and Adult Care Food program. Facilitate fiscal and technology-related activities to ensure the integrity of the federal funds disbursed to participants. Address program integrity by overseeing seriously deficient sponsors and the nutrition program sponsor termination processes; provide for coordination of multifaceted local and technical assistance in the review and resolution of identified administrative/fiscal problems in local programs; administer Field Services activities including the monitoring and reviewing of nutrition programs to ensure compliance with state and federal laws and regulations. Provide oversight and resolve sensitive and complex audit non-compliance issues and fiscal sanctions.

20% Supervisory Responsibilities: Mentor and provide direction to two subordinates: CNS I. Supervise, train, and evaluate the performance of staff and, when appropriate, take or recommend action with respect to their work performance. Review work products for accuracy and completeness. Encourage and recognize staff achievement both formally and informally. Apply preventative and corrective employee supervisory techniques and provide resources for staff to work effectively. Ensure staff understand the Department, Division, Branch and Bureau mission, vision, and goals and how their work relates to those goals. Review and approve travel and leave requests.

15% Policy Development/Implementation: Direct the formulation and implementation of strategies to carry out policies, programs, and priorities of the Division including monitoring and implementing strategic goals within assigned functional areas. Anticipate problems and propose alternative solutions for management consideration. Develop and implement policy and propose changes, including legislation, designed to improve the functional areas supervised. Oversee the development and implementation of compliance review instruments, procedures, and guidance materials for local agencies and programs. Coordinate with the Bureau Chief (SSM III), Branch Chief (CEA A), Deputy Director, and the Department's executive staff, concurrently, to develop policies on monitoring internal and external issues affecting the operation of all Child Nutrition Programs.

15% Administrative Responsibilities: Confer and coordinate with the program managers, Deputy Director, Branch Chief (CEA A) and Bureau Chief (SSM III) to set and accomplish the goals and objectives of the Program Integrity and Improvement Bureau. Participate in the on-going process of strategic plan development and implementation. During the absence of the Bureau Chief (SSM III), Branch Chief (CEA A) and/or Deputy Director, the incumbent will act in the capacity of the Bureau Chief (SSM III), Branch Chief and/or the Deputy Director with the full responsibility of managing and supervising the Branch/Division.

5% Internal/External Representation: Represent the Branch on monitoring, program integrity, and administrative matters with the Fiscal and Administrative CDSS Divisions, Department of Finance, State Controller's Office, USDA, the public, the media, legislative staff, other state departments, and other oversight agencies as needed. Make presentations, gather feedback and concerns, clarify policies and procedures, and promote networking.

B. SUPERVISION RECEIVED:

The CNS II will receive general program direction from and reports directly to the CACFP Bureau Chief (SSM III). On a day-to-day basis, The CNS II is expected to operate with a significant degree of independence while keeping the Bureau Chief (SSM III) engaged and informed on a timely basis in regards to the status of high level items, impeding progress and potential legal ramifications, as well as stakeholder or contractual issues and controversies. The CNS II must exhibit excellent judgment and the ability to prioritize Branch goals, and ensure policies are properly operationalized and the budget is expended properly and with the utmost integrity.

C. ADMINISTRATIVE RESPONSIBILITY:

The CNS II is responsible for all management functions of the Bureau including: staffing functions, performance management, maintenance and effective implementation of guidelines for accurate assessment, review, and compliance. The CNS II is responsible for the oversight and ensuring that the timeliness of administrative reviews (ARs) is met and they conform to state and federal procedures and requirements that govern program integrity and improvement practices.

D. PERSONAL CONTACTS:

The CNS II has regular contact with all levels of CDSS staff with more frequent contact with the CDSS Directorate on highly critical and sensitive issues, CACFP stakeholders, CACFP Sponsors and Program Operators, representatives from USDA, other federal, state and local governmental agencies, Department of Finance, the Health and Human Services Agency, food and nutrition advocates, congressional staff, and Tribal leaders.

E. ACTIONS AND CONSEQUENCES:

The CNS II exercises judgment in planning, organizing, directing the workload, and ensuring consistency in the work performed by the employees of the unit. The CNS II ensures that the findings/recommendations made by staff regarding audits/program integrity and monitoring align with Federal guidelines and CACFP bulletins/notices; provides coaching to subordinate CNS I's and CNCs; identifies errors/problems/solutions relative to program integrity/compliance standards. Therefore, good judgment in making recommendations, ability to accurately capture findings of audits and specify them in writing is critical in order to meet the responsibility to evaluate and maximize the effectiveness of work processes, having accurate and consistent information on which to base findings and meeting time frames associated with standardized work processes. Failure to use good judgment in handling sensitive and confidential material and in imparting information could result in misspent program dollars, or litigation against the department, and/or the deprivation of services to CACFP recipients.

F. OTHER INFORMATION:

The CNS II must be flexible, have excellent judgment and interpersonal skills, exceptional leadership and team building skills, the ability to interact with high level officials and program stakeholders. Must also have excellent verbal and written communication skills, and the ability to work well under pressure, utilize initiative and resourcefulness with ensuring the timely completion of staff assignments within the Bureau.