State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Licensing Program Analyst	800-879-8223-004
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCLD / Child Care Program	Santa Barbara Regional Office
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Ana Tolentino	Licensing Program Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- [x] Designated under Conflict of Interest Code.
- [x] 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)*

Subject to fingerprinting and criminal record clearance by DOJ/FBI. This position requires lifting and carrying up to 25 pounds, climbing stairs, sitting for extended periods and using a computer and keyboard.

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)*:

- [x] 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.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

The Licensing Program Analyst series (LPA, Range A, B, C, and D) includes entry, training and full journey level positions. Under supervision of a Licensing Program Manager I (LPM I) LPAs perform analytical and technical work related to the licensing and evaluation of child day care facilities. LPAs are assigned progressively more difficult tasks as their competence increases, and may independently carry out all phases of licensing duties. LPAs may act in a lead capacity for training of staff, participate on divisional or departmental policy development work groups, and represent the regional office in outreach programs.

LPAs may be out-stationed or be assigned telecommute status to accommodate the needs of their regional office. Work hours and schedules may vary to accommodate the need to be present in facilities during times children are in care or at times alleged violations are reported to occur. Functions involving on-site inspections and collateral visits require approximately 50% of the time in the field.

A. RESPONSIBILITIES OF POSITION:

The LPA is assigned responsibility for evaluating community care facilities which operate day care programs for children who require care and supervision because of their age and/or disabilities.

50% Field work, including on-site inspections and collateral visits to facilities in any area under the jurisdiction of the assigned regional office. This includes pre-licensing evaluation visits to analyze facilities and determine if applicants will provide a safe, healthful environment for children; annual/triennial visits to licensed facilities to determine if facilities continue to remain in compliance with licensing standards; complaint investigation visits, within 10 days of receiving a complaint, to analyze complaint allegations against facilities, and initiate appropriate actions to correct any noted violation of regulation. Collateral visits to other agencies, police departments, schools, the homes of children in care, doctors' offices, hospitals, etc. may be required as part of the complaint investigation; plan of correction visits to ensure correction of previously cited violations and to issue civil penalties for uncorrected deficiencies; and caseload management visits to gather and analyze information about unusual incidents, to provide consultation to a licensee who has questions or is experiencing problems, or to provide increased oversight to facilities that are experiencing problems, are on probation or have agreed to extra visits under the terms of a compliance agreement. For pre-licensing, annual/triennial, complaint, plan of correction, or caseload management visits, the LPA inspects the facility, reviews records, and interviews staff and children in care to determine if the facility is in compliance with regulations. The LPA may review correction of past deficiencies, document any new deficiencies, collaborate with the licensee/facility representative to develop appropriate plans of correction, and provide technical assistance to help licensees and facility staff maintain compliance with regulations. The LPA will document these items in a field visit report prepared utilizing a laptop computer during the on-site visit. For all types of visits, the LPA progressively learns to analyze more difficult complaints and situations and may act as a team leader on visits.

20% Orientations and Applications: The LPA conducts or assists in conducting group orientations and provides licensing information to applicants; consults with each applicant in a formal one-on-one meeting; progressively learns to analyze all facets of an application, including each applicants' administrative, fiscal, staffing, building and activity plans. Reviews, evaluates and verifies applicant and staff qualifications; requests and evaluates facility fire clearances; consults on plans for construction or adaptation of buildings to ensure the facility will meet licensing standards; and prepares a documented recommendation for approval or denial of each application.

15% Administrative and Caseload Management Responsibilities: The LPA analyzes policies and regulations; provides information related to workload, program characteristics, and statistical data related to caseloads and production; provides licensing information to applicants, licensees, other agencies, parents and the general public; plans and organizes itineraries and reports related to travel expenses; enters any field reports into the Field Automation System that could not be prepared in the field utilizing a laptop computer; ensures that updates are entered into the Licensing Information System following established procedures and that all uploading and downloading functions are completed; analyzes requests for exceptions to, or waivers of, regulatory requirements and prepares a documented recommendation for approval or denial; assesses the need for meetings in the regional office with licensees who are experiencing compliance problems, recommends the type of conference to be held and participates in and documents such meetings; and, prepares responses or draft responses to correspondence. Also, the LPA progressively learns to participate in work groups for program development, changes in policy, procedure, and regulation; and, to represent the district office in outreach programs.

10% Administrative Actions: The LPA progressively learns to analyze information gathered in visits, received from other agencies, including criminal records reports from Department of Justice, and makes recommendations about appropriate administrative actions, including compliance plans, revocations, denials of applications, and exclusions of individuals; prepares Statements of Facts packages which include a summary of problem issues related to the facility and/or exclusion of individual (s) and states the reason for the action requested, a comprehensive list of witnesses and their relationship to the action and all documents from the facility file which support the action; works with legal staff of the Department, local district attorneys, and the Attorney General's Office when action is pending against a substandard or unlicensed facility; serves subpoenas, Temporary Restraining Orders, Temporary Suspension Orders; testifies at hearings and in court; and, recommends to management terms of settlement agreements.

5% Training Responsibilities: The LPA is responsible for full participation in all training sessions and/or one-on-one training. Journey level LPAs may assist in training other staff and providing consultation to other staff. Other special projects as required by management such as but not limited to completing correspondences.

B. SUPERVISION RECEIVED:

LPAs are supervised by Licensing Program Managers (LPM). LPAs receive training and general instruction on licensing policy and division goals. LPMs closely supervise LPAs at Range A and B level and perform quality assurance evaluations frequently. As the level of expertise increases, the quality assurance evaluations are less frequent.

C. ADMINISTRATIVE RESPONSIBILITY:

LPA may act in a lead capacity over a small group of Licensing Program Analysts.

D. PERSONAL CONTACTS:

LPAs have regular contact with licensees, facility staff, children in care, their parents/responsible parties, and the public; may also meet with or conduct joint visits with fire marshals, child care advocates, local law enforcement and personnel from other agencies.

E. ACTIONS AND CONSEQUENCES:

LPAs determine facility compliance or noncompliance with statutory and administrative law, issue civil penalties, and may be the first to detect and recommend the need for administrative or misdemeanor prosecution. Failure to observe and cite deficiencies may result in health and safety hazards to clients resulting in neglect, abuse, injury or death, and potential liability to the Department.

F. OTHER INFORMATION:

LPAs must possess a valid driver’s license and be able to travel frequently (sometimes overnight). LPAs must have good verbal and written communication skills and be able to maintain composure in stressful situations. LPAs are subject to fingerprinting and a criminal records check by Department of Justice.