

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant/Recruit

CLASSIFICATION:

POSITION NUMBER:

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

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

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.

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:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

The EPC functions as an independent consultant with the ability to identify and resolve issues surrounding business process, communication, project management, and Division-wide adoption and implementation, as applicable.

D. PERSONAL CONTACTS:

The EPC frequently advises and interacts with CDSS leadership. In addition, the EPC interacts with Division and Departmental staff to implement and provide advice in professional development programs and policies related to CCDD and Departmental policy objectives. Regular interactions will occur with entities internal and external to the Department, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with the Division and Department's mission and vision.

E. ACTIONS AND CONSEQUENCES:

The EPC is responsible for facilitating effective communication, producing professional work products, and providing subject matter expertise specifically identified areas. Failure to adequately implement the requirements of this position can result in political missteps, misidentification of funding needs and a resultant negative impact to children and families. All these outcomes can harm the reputation and political position of the Department and the Administration, harming in turn, the ability of the Department to support children and families in need.

F. OTHER INFORMATION:

- Professional writing skills
- Effective communication skills
- Experience facilitating policy objectives
- Experience analyzing and recommending legislative language