

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant/Recruit

CLASSIFICATION:

Student Assistant - Part Time

POSITION NUMBER:

800-353-4807-xxx

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

CCDD/Program Innovation, Policy, and Research

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

Learning Innovation and Improvement Office/ Infrastructure Grant Unit

SUPERVISOR'S NAME:

Edwin Vinson

SUPERVISOR'S CLASS:

SSMII**SPECIAL REQUIREMENTS OF THE POSITION (CHECK ALL THAT APPLY):**☐ Designated under the 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:**

The mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other CDSS programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and stakeholders.

CONCEPT OF POSITION:

Under close supervision by the Staff Services Manager II (SSM II) and with support from other program support staff, the Student Assistant (SA) assists the Infrastructure Grant Team in serving approximately 5000 grantees. The SA reviews and processes paperwork submitted by grantees for payment. The SA must evaluate all paperwork for completeness and correctness. SAs must demonstrate excellent customer service skills and contact grantees through email and or phone to correct paperwork as quickly as possible.

A. RESPONSIBILITIES OF POSITION:

The SA will perform license checks for prospective grantees and summarize their findings and provide recommendations for analysts and management. The SA will respond to inquiries from prospective grantees about payment timelines and other questions. The SA will assist staff by creating weekly reports for management. Must be proficient with Microsoft Office, Excel, Word, Adobe Acrobat (PDF), Microsoft Teams, and other office systems.

45% Document Preparation and Communication with Applicants and Grantees: The incumbent will review grant forms for completeness and correctness. The incumbent will follow processes and policies to summarize their findings in an email and reach out directly to grantees to correct any discrepancies or issues identified during the review process. The incumbent will contact grantees via email or phone as needed. The incumbent will conduct childcare licensing checks on Facilities that have been awarded grant funding or will be awarded funding to ensure they are in compliance with the program. The incumbent will evaluate facility licensing reports and provide recommendations as needed. The incumbent will assist in preparing invoices, respond to incoming inquiries about the grant program, and respond to inquiries on payment timelines daily.

30% Developing Reports: The incumbent develops regular reports for SSM 1 and SSM 2 staff. Reports will detail the status of both Infrastructure Grant Programs- New Construction and Major Renovation (NCMR) and Minor Repair and Renovation grants. The incumbent must be able to collaborate with internal partners and the contractor to gather information on the status of payments, and application data, such as scoring of applications, application denials, and general grantee information. The incumbent will be responsive to track high-importance emails and other relevant information and compile the information into concise reports. The incumbent must present the information in an easy-to-read format and on a timely basis.

15% Research: The incumbent reviews relevant materials such as the Welfare and Institutions Code (WIC), California Education Code (EC), Code of Federal Regulations (CFR), legislation, regulations, policy, reports, contracts, instructional materials, quality improvement proposals, and various publications. The incumbent researches and keeps informed of current issues relating to existing and proposed changes in the EC, CFR, law, regulations, policy, and guidelines governing the administration of early learning and care programs administered through the CCDD and provides information and analysis to staff. The incumbent participates in meetings and webinars to stay updated on work relating to grant policies and guidelines, federal and contractor reports, and other projects as assigned. The incumbent analyzes and evaluates office and committee procedures and makes recommendations to streamline processes.

5% Administrative duties: The incumbent participates in staff meetings; keeps the LII SSM 1 and 2 apprised of the status of all projects and problems regarding contracts and grants; assists other staff with critical projects as needed; and performs other job-related duties as required.

5% Performs multiple administrative duties, which include typing general correspondence, searching and/or purging files, and other related support activities. Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The SA receives close supervision from an SSM II and guidance from SSM I - Specialists. The SA is responsible for the timely completion of assignments in an acceptable format and apprising the SSM II of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The SA is involved in a wide array of administrative activities throughout the division, as outlined in Section A.

D. PERSONAL CONTACTS:

The SA works closely with CDSS staff, contractors, County Licensing Offices, and grantees.

E. ACTIONS AND CONSEQUENCES:

The Infrastructure Grant Program is a politically sensitive program that affects Child Care Providers across the state. Failure to prepare the paperwork required for payment can put cause undue financial burden on grantees. This will jeopardize CDSS' working relationship with Child Care Providers who are receiving the grant. Additionally, not providing timely responses to inquiries about the program may prevent grantees or prospective grantees from making informed decisions on how to proceed in the program.

F. OTHER INFORMATION:

The SA is in a training classification that will develop the incumbent's skills in state government accounting practices, processes, and techniques. The SA will develop analytical, written, and oral communication, customer service, and follow-through skills, as well as sound judgment to adjust workload in order to meet conflicting deadlines while working under pressure.