

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

**Associate Governmental Program Analyst**

POSITION NUMBER:

**800-292-5393-XXX**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Family Engagement &amp; Empowerment Division-Child and Adult Care Food Programs Branch

**Field Services Bureau/Statewide**

SUPERVISOR'S NAME:

**TBD**

SUPERVISOR'S CLASS:

**Child Nutrition Supervisor I**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:

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 Child and Adult Care Food Program (CACFP) is a federal and state program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

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## **CONCEPT OF POSITION:**

Under the direction of a Child Nutrition Supervisor I within the Department of Social Services, Family Engagement and Empowerment Division (FEED) Child and Adult Care Food Program (CACFP). The Associate Governmental Program Analyst (AGPA) performs the more complex, difficult, and sensitive tasks in providing information, leadership, and services to CACFP operators. The AGPA will serve as the fiscal subject matter expert and review CACFP Operators compliance with applicable state laws and federal regulations. **This position requires at least 50 percent travel. Travel is expected within the local area region and throughout California.**

### **A. RESPONSIBILITIES OF POSITION:**

#### **45% Conducting CACFP Administrative Review Activities**

- Serve as the Subject Matter Expert as it relates to the State laws and Federal regulations governing the CACFP oversight and accountability
- Serve as the Subject Matter Expert for the Administrative Review (AR) process, particularly those parts related to CACFP Operators financial management
- Conduct and review CACFP Operators financial viability, administrative capabilities, and program accountability
- Provide initial assessment of CACFP program integrity and follow-up to program findings, as necessary
- Conduct and evaluate statewide, multiprogram, federally mandated, on-site ARs of the Child and Adult Care Food Program (CACFP), which includes childcare centers, family day care homes, adult care centers, At-risk after school centers and emergency shelters
- Prepare detailed written summary reports which reference State laws and federal regulations
- Collect and analyze all Corrective Action Documents (CAD) associated with CACFP ARs, investigations, and audits
- Conduct CACFP follow-up reviews for serious deficiencies and complaints
- Conduct and track all review activities through the use CACFP program database and other computer software

#### **30% Technical Assistance and Training**

- Serve as a team leader on large ARs or investigations for governmental control agencies for assigned sponsors upon request
- Serve as the Subject Matter Expert and evaluate training materials for statewide implementation
- Provide technical assistance and training to CACFP Operators, stakeholders and partner divisions on program viability, accountability, and capability
- Conduct trainings for CACFP Operators, community and stakeholders which includes effective monitoring of fiscal operations and program oversight
- Interpret State laws and Federal regulations and communicate these interpretations effectively to CACFP Operators, stakeholders and partner divisions and agencies
- Maintain effective relationships with CACFP Operators and between departments and within the Child and Adult Care Food Programs Branch

#### **15% Communication and Outreach**

- Collaborate with other program sections, stakeholders and partner divisions (provide document feedback, participation in work groups, etc.
- Cultivate positive and productive relationships with stakeholders and inter-agency partners

#### **10% Departmental Tasks**

- Prepare written detailed reports documenting review findings related to the fiscal areas of the administrative review deemed high risk and problematic.
- Research, complete chronologies and prepare agency serious deficient letters. These reports are shared within Legal, Branch Staff and Program Integrity and Data Section.

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**B. SUPERVISION RECEIVED:**

The AGPA will receive general direction from the Child Nutrition Supervisor I. On a day-to-day basis the AGPA is expected to operate at a journeymen level, operating with a great amount of subject matter expertise and excellent judgment as well as the ability to adequately prioritize work and manage workload.

**C. ADMINISTRATIVE RESPONSIBILITY:**

The AGPA will be responsible for evaluating CACFP Operators and their respective sites through the applicable state and federal regulations via the Administrative Review process.

**D. PERSONAL CONTACTS:**

The AGPA has regular contact with all levels of COSS staff and is expected to effectively communicate with peers, management, CACFP stakeholders and CACFP Operators.

**E. ACTIONS AND CONSEQUENCES:**

The AGPA displays expertise in all parts of the Administrative Review process, and is expected to be a Subject Matter Expert (SME) in all parts of the Administrative Reviews process, particularly the financial evaluation of the Administrative Review process. The ideal candidate should be versed in the governing federal and state regulations that dictate the program. Good judgment in making recommendations and the ability to critically evaluate programs, set priorities and manage time is essential to the success functioning of this position. Failure to exercise good judgment could result in misspent program dollars, litigation against the department, and/or the deprivation of services to CACFP recipients.

**F. OTHER INFORMATION:**

Excellent interpersonal skills are essential to this position. The ideal candidate must have the ability to work well under pressure and adapt to changing priorities and work environment.