

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME: **Vacant**CLASSIFICATION: Associate Governmental Program
Analyst (AGPA)POSITION NUMBER:
800-030-5393-XXX

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

Office of Equity (OOE)/OTA

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

Office of Tribal Affairs (OTA)

SUPERVISOR'S NAME:

Donald Rodriguez

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM 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)
Fingerprint clearance (DOJ/FBI), MSW preferred

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

Donald Rodriguez

DATE

1/7/2025

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:

Grounded in meaningful Tribal consultation, engagement of core stakeholders, and advising leadership, the OTA guides CDSS efforts to help create and facilitate policies, procedures, and programs that serve American Indian children and families.

One of OTA's priorities is to strengthen the Indian Child Welfare Act (ICWA) implementation with a focus on inquiry, notice, active efforts, and placement. However, the OTA does not have the staff capacity to address this priority. The Field Liaison positions are intended to fill this void and to do so strategically by utilizing the ICWA Field Liaison to work directly with Tribes, counties, and the state on the consistent implementation of ICWA, which continues to be a major challenge in the state.

CONCEPT OF POSITION:

Under the supervision of the SSM I, SSM II, and Director of the Office of Tribal Affairs (OTA Director), the AGPA is a technical specialist and policy analyst implements localized regional approach in building enhanced tribal, state and county government relationships. The AGPA is an integral part to implementing and sustaining the Indian Child Welfare Act (ICWA) and developing materials associated with documenting the relationship building efforts and effectiveness. The AGPA will serve a key role in identifying issues that impact county implementation of ICWA and providing technical assistance and support.

A. RESPONSIBILITIES OF POSITION:

30% Analyze, plan, review, develop and/or prepare recommendations and documentation on current Indian Child Welfare Act (ICWA) as they relate to program and policy requirements. Responsible for conducting network scans, convening county/tribal meetings to resolve issues and building stronger relationships. Coordinate and facilitate regional multi-agency round table meetings. Develop and maintain contact lists for tribal and county contacts, and regularly check in with counties and Tribes to monitor progress and to identify gaps.

30% Act as the liaison between OTA, counties and Tribes for regional training opportunities and academies. Responsible for informing and providing counties and Tribes new policy guidance from the state about child welfare and ICWA implementation. Identify, recommend and provide Tribes and counties with existing training and technical assistance learning opportunities and needs. Responsible for training on tribal affairs protocols and county child welfare systems. Coordinate resources and identify needs for the OTA Clearinghouse resources.

25% Represent the OTA in meetings and work groups with representatives of other CDSS, federal, state, local, county, legislative and private agencies regarding current child welfare services and ICWA program policy, statutory and regulatory issues. Assist and direct with tribal statutes and regulation inquiries and connect counties with Tribes for the purpose of ICWA. Update contacts for accurate ICWA noticing and assist with training on CWS/CMS components to support the consistent implementation of ICWA.

10% Independently collect, track and analyze data into a system to track activities, outputs and outcomes, and make recommendations to management. Research and analyze data collection and create specific evaluation plans that have direct program impact.

5% Completes other related duties as required and assigned for the classification including support for AGPA's in other OTA units.

COMPETENCIES:

- * General knowledge of the work of the Branch, the Division and the Department.
- * Understanding, knowledge and advocacy of tribal affairs, tribal sovereignty and tribal engagement.
- * Knowledge of policy-making and administrative processes, including state and federal legislation, regulatory and budgetary processes, and the roles of the various branches and levels of government.
- * The ability to identify problems and systemic issues, and develop strategies to address problems; the ability to seek mutually-acceptable solutions.
- * The ability to communicate orally and in writing in a well-organized, accurate, clear and concise manner.
- * The ability to work well with others and have excellent interpersonal communication skills.
- * The ability to plan implementation of and manage assignments to completion within specified time frames.
- * The ability to maintain poise, good humor and flexibility while working in a time-sensitive, deadline-driven, results-oriented environment.
- * Detail oriented with strong analytical skills and effective editing skills.
- * Skilled in using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook and SharePoint).
- * Knowledge about the public child welfare system and federal/state/county/Tribal government relations.
- * Strong communication skills including using technology and other strategies to inform project team and others.
- * Ability to take initiative and to work as part of a large and diverse team.
- * A genuine valuing of diversity.
- * Work independently and assess/address situations with a minimum of supervision.

B. SUPERVISION RECEIVED:

The AGPA works under the direction of the SSM I, SSM II, and the OTA Director. Progress and status reports must occur frequently, and final products should be reviewed for completeness and accuracy prior to submission. Data reports will be requested on a regular basis.

C. ADMINISTRATIVE RESPONSIBILITY:

Weekly, monthly and yearly reporting and data entry for technical assistance and activities tracking and reporting. Creation and submission of travel requests and timesheet reporting.

D. PERSONAL CONTACTS:

In addition to working in concert with Tribes, various agencies, contractors, and county staff that are not staff within the California Department of Social Services, the AGPA has frequent contact with division staff and with various levels of departmental staff. The AGPA may also represent the department on Tribal and county site visits and in meetings with a diverse array of stakeholders.

The AGPA must maintain respect, tact and discretion when dealing with staff, a diverse array of stakeholders and partners and the public in all forms of communication. The AGPA is required to utilize good judgment in handling sensitive and confidential materials and matters when working on documents and bureau-related issues.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis and interpretations or inaccurate or inconsistent statements will result in inappropriate services to children; county and/or State noncompliance with federal and State requirements; and, potential loss of funding if subsequent sanctions are imposed. Adoption and child welfare records are classified as confidential. Any items released to unauthorized persons may result in possible detrimental liability for the Department.

The AGPA must understand his or her role as representing the Department to the public, have good interpersonal communication skills, and be able to work well with a variety of people. Disrespectful communication or behaviors may result in damaging the credibility of the department or damaging collaborative working relationships with partners and stakeholders.

F. OTHER INFORMATION:

Requires regular travel within respective regions. Travel to Sacramento and other areas of California will also be required for meetings at CDSS Headquarters and the California ICWA Conference, as well as other locations depending on need. This position requires fingerprint clearance.

The AGPA must be able to work well with others and have excellent interpersonal communication skills. The AGPA must be able to work independently and assess/address situations with a minimum amount of supervision. Must work in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.