

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst/ Policy

POSITION NUMBER:

860-5393-720

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

Community Care Licensing Division

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

CCL- Child Care Program Office - Child Care Integration Unit

SUPERVISOR'S NAME:

Suada Sergio

SUPERVISOR'S CLASS:

Staff Services Manager 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 required from DOJ/FBI

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.

When acting as a lead person on a project, the AGPA may lead a group of 1-5 employees.

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.

The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

CONCEPT OF POSITION:

Under direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will perform analytical duties in the Child Care Program Office. The AGPA may function independently and/or as a team leader/member in the conduct of policy and administrative support to the Community Care Licensing Program. The AGPA is required to develop policies, analyze data and make recommendations independently and with other entities, to encourage the equity in early child care development. Strong writing skills are required.

A. RESPONSIBILITIES OF POSITION:

30% Develop internal and external resources to facilitate and encourage whole child development. These topics include, but are not limited to racial equity, inclusion, dual language/English language development for children, proper nutrition, Trauma-informed Care Practices, and the impacts of Adverse Childhood Experiences. Partner with multi-disciplinary stakeholders to develop a racial equity and inclusion plan.

25% Collaborate with multidisciplinary stakeholders to implement the California Department Education (CDE) and the California Department of Social Service (CDSS) Transition's goal to enable the whole family and human centered approach to caring for children and supporting families. Work with internal and external stakeholders to integrate licensing with quality improvement efforts.

15% Provide consultation and guidelines to licensing staff in Regional Offices to assist them with incorporating quality improvement into the licensing process and ensure consistent application of policies and procedures on a statewide basis. Research complex questions and submit draft for approval by management, executive staff and/or legal review.

10% Provide training and consultation to field and training staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer application operations.

10% Coordinate with project managers and write analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for project improvements. Create and regularly update forms, develop resources and tools for projects and information dissemination to field staff and stakeholders.

5% Represent the Department at meetings and conferences with other Divisions in the Department and with public entities to create compliance standards for new federal mandates on Child Care. Collects stakeholder input and inquiries during the meetings for further research and may be required to conduct presentations.

5% Other special projects such as, but not limited to, responding to control correspondences and and facilitating work-groups consisting of internal and/or external stakeholders.

B. SUPERVISION RECEIVED:

The AGPA receives supervision from and reports to the Staff Services Manager I (SSM I) of the Child Care Integration Unit. Assignments, and final products are reviewed for completeness and consistency by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has frequent contacts, and must constantly coordinate with other Program staff, stakeholders, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The AGPA will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

Failure to perform duties and services of this position well could result in failure of the Division and the Department to meet its program mandates.

F. OTHER INFORMATION:

AGPA acts as lead to less experienced analytical staff and support staff in the absence of the SSM I.

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

CCL- Child Care Program Office - Child Care Integration Unit

SUPERVISOR'S NAME:

Suada Sergio

SUPERVISOR'S CLASS:

SSM I

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- ☒ Designated under Conflict of Interest Code.
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- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☒ Other *(Explain below)*

Fingerprint clearance required from DOJ/FBI

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

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MISSION OF ORGANIZATIONAL UNIT:

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The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

CONCEPT OF POSITION:

Under direction of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) will perform entry through first journey level analytical duties in the Child Care Program Office. The SSA functions under the close supervision of the manager and/or with the assistance of more seasoned staff and/or as a team member in the conduct of policy and administrative support to the Community Care Licensing Program. The SSA is required to assist in the development of policies, analyze data and make recommendations independently and with other entities, to encourage the equity in early child care development.

A. RESPONSIBILITIES OF POSITION:

30% With direction from unit manager progressively, develop internal and external resources to facilitate and encourage whole child development. These topics include, but are not limited to racial equity, inclusion, dual language/English language development for children, proper nutrition, Trauma-informed Care Practices, and the impacts of Adverse Childhood Experiences. Partner with multi-disciplinary stakeholders to develop a racial equity and inclusion plan.

25% Collaborate with multidisciplinary stakeholders to implement the California Department Education (CDE) and the California Department of Social Service (CDSS) transition goals to enable the whole family and human centered approach to caring for children and supporting families. Work with a diverse group of internal and external stakeholders to integrate licensing with quality improvement efforts.

15% Provide less technical consultation and guidelines to licensing staff in Regional Offices to assist them with incorporating quality improvement into the licensing process and ensure consistent application of policies and procedures on a statewide basis. Research complex questions and submit draft for approval by management, executive staff and/or legal review.

10% Collaborate with Training Unit and assist with providing consultation to field on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer application operations for management review and approval.

10% Coordinate with project managers and draft analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for project improvements. Assist in the creation and regular update of forms, develop resources and tools for projects and information dissemination to field staff and stakeholders.

5% Along with management, represent the Department at meetings and conferences with other Divisions in the Department and with public entities to create compliance standards for new federal mandates on Child Care. Collect stakeholder input and inquiries during the meetings for further research and may be required to conduct presentations.

5% Other special projects such as, but not limited to, drafting responses to control correspondences and facilitating work-groups consisting of internal and/or external stakeholders. The nature and extent of the duties of this position may occasionally require travel and overnight stays.

B. SUPERVISION RECEIVED:

The SSA receives direct supervision from and reports to the Staff Services Manager I (SSM I) of the Child Care Integration Unit. Assignments, and final products are reviewed for completeness and consistency by the SSM I. The incumbent is required to display initiative, resourcefulness and the ability to work as a team in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has frequent contacts, and must constantly coordinate with other Program staff, stakeholders, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The SSA will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

The SSA must be able to objectively handle assignments and diplomatically work with others. Failure to perform duties and services of this position while exercising tact and good judgment in dealing with others could result in failure of the Division and the Department in meeting its program mandates and the Program's loss of credibility which can impact the image of the Department.

F. OTHER INFORMATION:

Some travel through out the State is required. The SSA is subject to fingerprinting and a criminal records check by Department of Justice.