

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

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:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION:

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

552-5157-702

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

CFSD/Family Permanency and Support Services Branch

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

Funding and Eligibility Unit

SUPERVISOR'S NAME:

Mondi Gilly

SUPERVISOR'S CLASS:

Staff Services Manager (SSM) I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

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Fingerprint Clearance (DOJ/FBI)
Some travel required

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MISSION OF ORGANIZATIONAL UNIT:

The unit is responsible for the development and interpretation of foster care policies and regulations necessary to support eligibility standards for the Aid to Families with Dependent Children-Foster Care (AFDC-FC) program. The unit is responsible for the development and monitoring of eligibility standards for the AFDC-FC program; and policy consultation and technical assistance to county staff, other departments, the Legislature and court personnel. The unit also prepares and administers the federally mandated Social Security Act (SSA) Title IV-E State Plan and is accountable for performing Title IV-E monitoring reviews in coordination with the Administration for Children and Families (ACF). Additionally, the Unit coordinates, monitors, and supports fiscal projects that utilize Title IV-E funds and other funds to achieve desired program outcomes.

CONCEPT OF POSITION:

Under the close supervision of the SSM I, the SSA in the Funding and Eligibility Unit works both individually and as part of a team, performs both written and verbal analytical assignments related to foster care policies, procedures, regulations and implementation.

A. RESPONSIBILITIES OF POSITION:**Essential Functions:**

35% Coordinates and conducts county monitoring for Child Welfare and Probation Departments for Child Welfare Title IV-E Eligibility placement Reviews and Probation Title IV-E Candidates for Foster Care review. Also provides Technical Assistance to the county when needed during the reviews.

20% Provides on-going policy and systems consultation to CDSS and legislative staff, County Welfare Departments, and others to ensure correct and uniform application of policy. Represents the Bureau/CDSS in meetings with county, State and federal representative and advocate organizations. Researches, analyzes and develops alternatives and recommends positions to management for decisions on program policy issues. Completes special projects and studies as required.

10% Prepares and administers the federally mandated Social Security Act Title IV-E State Plan. Prepares reports and correspondence, including All County Letters and Information Notices to disseminate program information and policies.

10% Analyzes proposed State legislation, develops legislative proposals and prepares background information to be used as the basis for legislative hearing testimony.

10% Assist with the development of regulations and manages their progress through the approval process. Reviews regulations developed by other programs to assess their impact on the foster care program.

10% Prepares and presents training and materials on issues having statewide application.

5% Performs administrative functions as necessary including the preparation of time study and monthly activity reports. Performs other duties assigned.

B. SUPERVISION RECEIVED:

The SSA is directly supervised by the SSM I of the Funding and Eligibility Unit. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with department policy.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has daily contact with other CDSS staff (Operations, Fiscal, Estimates, Legal, AFDC, etc.) in the collection, analysis and dissemination of information. The SSA has frequent contact with the staff of other State departments (Education, Mental Health, Health, etc.) in the coordination of joint projects. The SSA also has regular contacts with federal Department of Health and Human Services and with County Welfare Departments, County Probation Departments, and provider associations on issues of statewide significance.

E. ACTIONS AND CONSEQUENCES:

The SSA must exercise professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with State, county, and federal agencies; county and/or State non-compliance with federal and State statute; or inefficient use of State, federal and local funds.

F. OTHER INFORMATION:

The SSA must have good interpersonal communication skills and be able to work well with a variety of people. The SSA must be able to work well under pressure. Knowledge of child welfare services programs, county social welfare agencies, community organization and CDSS administrative and support services, children's services and other related programs is desirable.

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