

**State of California - Department of Social Services
DUTY STATEMENT****PROPOSED**

EMPLOYEE NAME:

CLASSIFICATION:

STAFF SERVICES ANALYST

POSITION NUMBER:

800-661-5157-720DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***FAD/FINANCIAL MANAGEMENT BRANCH**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***FISCAL POLICY & ANALYSIS BUREAU/CACFP**

SUPERVISOR'S NAME:

Justin Studevan

SUPERVISOR'S CLASS:

STAFF SERVICES MANAGER I (SSM) ISPECIAL 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)*☒ NoneOther *(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

7/16/2025

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:

The Financial Management Branch is comprised of two bureaus: The Budget Bureau and the Fiscal Policy and Analysis Bureau. The Branch plays a key role in developing fiscal policy, working with the Department's core programs to develop the State Operations Budget, distributing funds to the 58 California counties for program administration, and completing the research and data analysis required for sound decision-making.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I in the CACFP Fiscal Unit, and working cooperatively with program units throughout the Department, the Staff Service Analyst performs the following duties:

A. RESPONSIBILITIES OF POSITION:

- 35% Analyst for the Child and Adult Care Food Programs, assisting with ensuring claims processing procedures are followed and timelines are met. Assists with resolving claim and payment problems, providing technical assistance to sponsors and program staff, and making recommendations to management based on findings. Assists with monitoring cash advances, including ensuring cash advances are posted, ensuring the system recovers advances timely, and invoicing sponsors for unrecoverable cash advances. Keeps manager apprised of issues that may cause delays in payments or may have other adverse effects.
- 25% Assists with reviewing automated payment systems. Assists with identifying, records and tracking system changes and incidences pertaining to such systems. Assists in working with system developers and related staff to resolve system flaws. Assists with developing changes, seeking feedback from affected parties, testing system changes and reporting to management on all activities related to the performance of these systems.
- 20% Assists with interpreting the Welfare and Institutions Code, Title 7 of the Code of Federal Regulations, and other statutory regulations and provisions when evaluating sponsor compliance. Assists with reviewing monthly and final federal reports from claims payment data for accuracy. Assists with completing and analyzing year-end reconciliation, close out, and post close out including final reports to USDA.
- 10% Assists with developing complex fiscal processes and procedures related to the reimbursement of funds for child nutrition. Assists with developing issue papers related to various child nutrition issues. Assists with preparing letters, memorandum, and payment and billing documents for the manager's signature.
- 5% Assists with developing technical fiscal materials to be used when making presentations at meetings and workshops throughout the state. Assists with providing technical assistance to sponsors, auditors, staff, and personnel from the State Controller's Office concerning State and Federal laws and regulations governing claims for reimbursement. Assists with researching and responding to inquiries from sponsors concerning claiming procedures, claim or payment status, and reconciliation of monthly and year-to-date reimbursements.
- 5% Other duties as assigned in support of the Fiscal Policy & Analysis Bureau.

B. SUPERVISION RECEIVED:

The SSA reports directly to the SSM I in the CACFP Fiscal Unit. The incumbent is required to exercise initiative and independence in completing assignments, and, in many situations, will serve in a lead capacity for assignments requiring the coordination of policy and systems development with other staff and organizations.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The SSA has frequent contact with Departmental managers, staff at all levels of various state, federal and county governments and management level staff from other states.

E. ACTIONS AND CONSEQUENCES:

The SSA's responsibilities involve ensuring claims processing procedures are followed and timelines are met. The SSA must not only be knowledgeable of federal and state fiscal requirements, but also of the laws and regulations for the administration of various social services programs. Inadequate or improper claims processing may cause delays in payments or may have other adverse effects.

F. OTHER INFORMATION:

State of California - Department of Social Services
DUTY STATEMENT**PROPOSED**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

661-5393-720

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

FINANCE & ACCOUNTING/FINANCIAL MGMT BRANCH

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

FISCAL POLICY & ANALYSIS BUREAU/CACFP UNIT

SUPERVISOR'S NAME:

JUSTIN STUDEVAN

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)

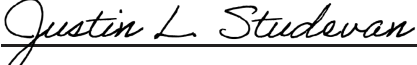
☒ None

Other (Explain below)

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

7/16/2025

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:

The Financial Management Branch is comprised of two bureaus: The Budget Bureau and the Fiscal Policy and Analysis Bureau. The Branch plays a key role in developing fiscal policy, working with the Department's core programs to develop the State Operations Budget, distributing funds to the 58 California counties for program administration, and completing the research and data analysis required for sound decision-making.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I in the CACFP Fiscal Unit, and working cooperatively with program units throughout the Department, the Associate Governmental Program Analyst performs the following duties:

A. RESPONSIBILITIES OF POSITION:

- 35% Serves as lead analyst for the Child and Adult Care Food Programs, ensuring claims processing procedures are followed and timelines are met. Resolves the more complex claim and payment problems, providing technical assistance to sponsors and program staff, and making recommendations to management based on findings. Monitors cash advances, including ensuring cash advances are posted, ensures the system recovers advances timely, and invoices sponsors for unrecoverable cash advances. Keeps manager apprised of issues that may cause delays in payments or may have other adverse effects. Trains new staff members to ensure accuracy when performing job duties.
- 25% Serves as lead analyst for CNFS' automated payment systems. Identifies, records, and tracks system changes and incidences pertaining to such systems. Works with system developers and related CDE staff to resolve system flaws. Develops changes, seeking feedback from affected parties; tests system changes and reports to management on all activities related to the performance of these systems.
- 20% Interprets the Education Code, Title 7 of the Code of Federal Regulations, and other statutory regulations and provisions when evaluating sponsor compliance. Reviews monthly and final federal reports from claims payment data for accuracy. Completes and analyzes year-end reconciliation, close out, and post close out including final reports to USDA.
- 10% Develops complex fiscal processes and procedures related to the reimbursement of funds for child nutrition. Develops issue papers related to various child nutrition issues. Prepares letters, memorandum, and payment and billing documents for the manager's signature.
- 5% Develops technical fiscal materials to be used when making presentations at meetings and workshops throughout the state. Provides technical assistance to sponsors, auditors, staff, and personnel from the State Controller's Office concerning State and Federal laws and regulations governing claims for reimbursement. Researches and responds to inquiries from sponsors concerning claiming procedures, claim or payment status, and reconciliation of monthly and year-to-date reimbursements.
- 5% Other duties as assigned in support of the Fiscal Policy & Analysis Bureau.

B. SUPERVISION RECEIVED:

The AGPA reports directly to the SSM I in the CACFP Fiscal Unit. The incumbent is required to exercise initiative and independence in completing assignments, and, in many situations, will serve in a lead capacity for assignments requiring the coordination of policy and systems development with other staff and organizations.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The AGPA has frequent contact with Departmental managers, staff at all levels of various state, federal and county governments and management level staff from other states.

E. ACTIONS AND CONSEQUENCES:

The AGPA's responsibilities involve ensuring claims processing procedures are followed and timelines are met. The AGPA must not only be knowledgeable of federal and state fiscal requirements, but also of the laws and regulations for the administration of various social services programs. Inadequate or improper claims processing may cause delays in payments or may have other adverse effects.

F. OTHER INFORMATION: