

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-530-5393-711

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

CFSD/Child Welfare System Branch

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

FOSAS/External Stakeholder Coordination Unit

SUPERVISOR'S NAME:

Kelsey Gillis

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)

Subject to required fingerprinting and criminal record clearance by DOJ and 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: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Child Welfare System Branch (CWSB) is responsible for providing support and oversight for the maintenance and operation of the Child Welfare Services/Case Management System (CWS/CMS) and the development and implementation of the Child Welfare Services-California Automated Response and Engagement System (CWS-CARES) statewide information technology projects. The CWSB works in direct partnership with the Office of Technology & Solutions Integration (OTSI), the CWS/CMS project vendor, state oversight entities, and the Administration for Children and Families (ACF). The CWSB is an integral part of the Child Welfare Digital Services (CWDS) organization. The CWDS is a collaboration of state and local government agencies that support our shared stakeholders through technology to assure the safety, permanency, and well-being of children and youth at risk of abuse, neglect, or exploitation. The CWDS is dedicated to building an innovative statewide 21st century information technology application that responds to users' needs while maintaining the best standards for security and data integrity to aid child welfare professionals.

CONCEPT OF POSITION:

Under the direction of the SSM I, the Associate Governmental Program Analyst (AGPA) is responsible for providing analytical support to the External Stakeholder Coordination Unit (ESCU) to initiate the work required for both user adoption and Child Welfare Contributing Agency (CWCA) program development. The AGPA is responsible for establishing and maintaining positive working relationships with stakeholders for the purpose of managing their external systems, supporting data exchanges between CWCAs and CWS-CARES and ensuring user adoption. The AGPA performs analytical work and is responsible for the development of criteria, timelines, business processes, agreements, and policy to ensure CWS-CARES is the system of record for child welfare.

A. RESPONSIBILITIES OF POSITION:

45% Collaboratively develops and finalizes CWCA categories. Identifies and updates relevant regulations or licensing standards to require data exchanges of CWCAs. Drafts and finalizes All County Letters (ACLs) and All County Information Notices (ACINs) to communicate CWCA criteria and policy. Works closely with project staff to identify data exchange capabilities and requirements for each CWCA category. Develops and maintains the CWCA business requirements repository. Ensures compliance of Comprehensive Child Welfare Information System (CCWIS) regulations to maintain all Child Welfare information relevant for case management and federal and state reporting. Updates and expands on CWCA definitions as necessary. Develops business processes to develop and manage CWCA relationship agreements. Assesses and develops data quality biennial review processes for CWCAs. Proactively develops and manage relationships with CWCA stakeholders. Serves as the point of contact for technical assistance and response to CWCA inquiries.

45% Collaboratively develops and finalizes criteria to determine whether external systems are duplicative of CWS-CARES functionality and require decommissioning. Authors and finalizes ACLs and ACINs to communicate emerging policy. Determines and communicates timeline for the decommissioning of external systems. Develops, maintains and updates the External Systems Registry. Drafts, revises, submits for review, and finalizes external system decommissioning plans, agreements, and user adoption plans with each county child welfare department and Tribe with California Title IV-E Agreement. Collaborates with CDSS program, county child welfare departments and Tribe with California Title IV-E Agreement to develop and re-engineer business processes to ensure and confirm full user engagement and adoption of the statewide CCWIS. Proactively develops and manages relationships with county child welfare departments and Tribe with California Title IV-E Agreement for the purpose of assessing their external systems and planning for the decommissioning of external systems. Facilitates and coordinates ongoing focus groups and other meetings to gather external systems information and negotiate decommissioning plans and agreements. Serves as the point of contact for technical assistance and responds to external systems and adoption inquiries.

5% Actively participates with team in goal planning. Implement changes that will support the achievement of team goals and elevate organizational effectiveness. Monitors and reports goal progress to unit management.

5% Performs other duties as required by supervisor. Travel to and from Natomas office and CDSS headquarters is required.

B. SUPERVISION RECEIVED:

The AGPA receives general direction from the SSM I. The incumbent is required to display considerable independence, initiative, and resourcefulness in carrying out responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

No direct supervisory responsibility.

D. PERSONAL CONTACTS:

The AGPA has frequent contact with other CDSS staff, County child welfare departments, OTSI, Tribe with California Title IV-E Agreement, Tribal representatives and CWCAs.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis, ineffective communication or coordination, and inaccurate or inconsistent information may result in unnecessary costs, inaccurate interpretation and implementation of policies, and ineffective service delivery.

F. OTHER INFORMATION:

Strong analytical, writing, interpersonal, communication and stakeholder management skills are required. A desire to work in and develop knowledge and expertise in the field of child and family services, adoption programs, and social work practice is essential in this position.
Limited travel may be required.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-530-5157-711

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CFSD/Child Welfare System Branch

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

FOSAS/External Stakeholder Coordination Unit

SUPERVISOR'S NAME:

Kelsey Gillis

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
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CONCEPT OF POSITION:

Under the supervision of the SSM I, the Staff Services Analyst (SSA) is responsible for providing analytical support to the External Stakeholder Coordination Unit (ESCU) to initiate the work required for both user adoption and Child Welfare Contributing Agency (CWCA) program development. The SSA supports the team in establishing and maintaining positive working relationships with stakeholders for the purpose of managing their external systems, supporting data exchanges between CWCAs and CWS-CARES and ensuring user adoption. The SSA performs less complex analytical work and supports the development of criteria, timelines, business processes, agreements, and policy to ensure CWS-CARES is the system of record for child welfare.

A. RESPONSIBILITIES OF POSITION:

45% Supports the development and finalization of CWCA categories. Assists with the identification and updating of relevant regulations or licensing standards to require data exchanges of CWCAs. Contributes to the development of All County Letters (ACLs) and All County Information Notices (ACINs) to communicate CWCA criteria and policy. Documents the data exchange capabilities and requirements for each CWCA category. Maintains the CWCA business requirements repository. Supports the updating and expansion of CWCA definitions as necessary. Supports the development of business processes to develop and manage CWCA relationship agreements. Participates in the development of data quality biennial review processes for CWCAs. Manages relationships with CWCA stakeholders. Serves as the point of contact for less complex technical assistance and responds to less complex CWCA inquiries.

45% Supports collaboration to develop and finalize criteria to determine whether external systems are duplicative of CWS-CARES functionality and require decommissioning. Contributes to the development of ACLs and ACINs to communicate emerging policy. Supports the work to determine and communicate timeline for the decommissioning of external systems. Maintains and updates the External Systems Registry. Drafts, revises, submits for review, and finalizes less complex external system decommissioning plans, agreements, and user adoption plans with county child welfare department and Tribe with California Title IV-E Agreement. Participates in working sessions with CDSS program, county child welfare departments and Tribe with California Title IV-E Agreement to develop and re-engineer business processes to ensure and confirm full user engagement and adoption of the statewide Comprehensive Child Welfare Information System. Actively participates in relationships with county child welfare departments and Tribe with California Title IV-E Agreement for the purpose of assessing their external systems and planning for the decommissioning of external systems. Coordinates ongoing focus groups and other meetings to gather external systems information and negotiate decommissioning plans and agreements. Serves as the point of contact for less complex technical assistance and responds to less complex external systems and adoption inquiries.

5% Actively participates with team in goal planning. Implement changes that will support the achievement of team goals and elevate organizational effectiveness. Monitors and reports goal progress to unit management.

5% Performs other duties as required by supervisor. Travel to and from Natomas office and CDSS headquarters is required.

B. SUPERVISION RECEIVED:

The SSA is under the direct supervision from the SSM I. The incumbent is required to display considerable independence, initiative, and resourcefulness in carrying out responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

No direct supervisory responsibility.

D. PERSONAL CONTACTS:

The SSA has frequent contact with other CDSS staff, County child welfare departments, OTSI, Tribes with California Title IV-E Agreement, Tribal representatives and CWCAs.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis, ineffective communication or coordination, and inaccurate or inconsistent information may result in unnecessary costs, inaccurate interpretation and implementation of policies, and ineffective service delivery.

F. OTHER INFORMATION:

Potential to develop strong analytical, writing, interpersonal, communication and stakeholder management skills are required. A desire to work in and develop knowledge and expertise in the field of child and family services, adoption programs, and social work practice is essential in this position.
Limited travel may be required.