

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-080-5157-910

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

Executive Division

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

Enterprise Bureau

SUPERVISOR'S NAME:

Jillian (Jill) Pfeifer

SUPERVISOR'S CLASS:

Staff Services Manager II

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:**

The mission of the California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. A Director, two Chief Deputy Directors, Chief Operating Officer, and Director, Office of Equity have been appointed to oversee the 16 CDSS Divisions. The Staff Services Analyst (SSA) provides administrative support to the Directorate.

CONCEPT OF POSITION:

Under the general direction of the Enterprise Bureau Chief, the SSA will perform, a variety of administrative duties associated with the oversight of the management of the Department. The SSA will function with minimal instructions utilizing tact and good judgment in the discharge of assigned duties. In the absence of the Directorate, serves as a liaison to staff, other departments, the California Health and Human Services Agency (CalHHS), the Legislature, the Governor's Office, advocates, and the public.

A. RESPONSIBILITIES OF POSITION:

30% Assists the Directorate with, and relieves them of, the administrative details of their duties. Independently maintains and monitors assignments initiated by the Directorate and reports the status on the completion of each assignment. Maintains the assigned Directorate's calendar and tracks due dates for assignments as well as for issues requiring a response. Reviews documents and correspondence submitted for Directorate review, including department policies and procedures, and provides revisions to verify content, completeness, and accuracy prior to sending to Bureau Chief or Directorate.

30% Conducts research and obtains facts as needed to assist the Directorate in carrying out their responsibilities. Assists with the implementation of new program policies and procedures, and prepares various administrative reports. Works closely with the Executive Staff on highly sensitive priority issues and assignments. Interacts directly and professionally with Executive Staff in order to organize and provide materials; independently follows up to obtain materials or ensure that requested action is taken.

15% Develops meeting agendas, handles all logistics for internal meetings, schedules meeting locations and accompanies the Directorate to meetings, when required. Liaises with department support staff on various administrative issues and provides updates on process and procedures.

15% Follows up with Executive Staff and department support staff on overdue assignments when necessary. Works closely with Executive Staff on highly sensitive issues and assignments. Ensures the Department staff is aware of updated procedures. Compiles and maintains administrative, legislative, and confidential subject and historical files containing controversial and politically sensitive material. Independently acts upon and represents the Directorate when handling requests/inquiries from members of the Department's Executive Staff, the Governor's Office, CalHHS, the Legislature, federal government, and other outside entities. Independently reviews, analyzes, and prepares response to email inquiries.

5% Assists with updating the CDSS public facing organizational chart. Develops written communication on behalf of the Directorate.

5% Other duties as appropriate for the classification.

B. SUPERVISION RECEIVED:

The SSA is directly supervised by the Enterprise Bureau Chief (Staff Services Manager II).

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA has the responsibility of providing assistance to their assigned member of the Directorate, and in some cases other members, on a wide range of policies and issues.

D. PERSONAL CONTACTS:

The SSA must establish and maintain effective interface with Executive Staff and other departments, CalHHS, the Legislature, the Governor's Office, the County Welfare Director's Association of California, advocates, and the public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling confidential and sensitive material and in disseminating the information to appropriate personnel could result in information being released to unauthorized persons.

F. OTHER INFORMATION:

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-080-5393-910

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

Executive Division

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

Enterprise Bureau

SUPERVISOR'S NAME:

Jillian (Jill) Pfeifer

SUPERVISOR'S CLASS:

Staff Services Manager II

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.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

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 mission of the California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. A Director, two Chief Deputy Directors, Chief Operating Officer, and Director, Office of Equity have been appointed to oversee the 16 CDSS Divisions. The Associate Governmental Program Analyst (AGPA) provides administrative support to the Directorate.

CONCEPT OF POSITION:

Under the general direction of the Enterprise Bureau Chief, the AGPA will perform, with a high degree of responsibility a variety of administrative duties associated with the oversight of the management of the Department. The AGPA will function with minimal instructions utilizing tact and good judgment in the discharge of assigned duties. In the absence of the Director and in some instances the Directorate, serves as a liaison to staff, other departments, the California Health and Human Services Agency (CalHHS), the Legislature, the Governor's Office, advocates, and the public.

A. RESPONSIBILITIES OF POSITION:

30% Assists the Directorate with, and relieves them of, the administrative details of their duties. Independently maintains and monitors assignments initiated by the Directorate and reports the status on the completion of each assignment. Maintains the assigned Directorate's calendar and tracks due dates for assignments as well as for issues requiring a response. Reviews documents and correspondence submitted for Directorate review, including department policies and procedures, and provides revisions to verify content, completeness, and accuracy prior to sending to Bureau Chief or Directorate. Conducts research and provides recommended edits and guidance to the author.

30% Conducts research and obtains facts as needed to assist the Directorate in carrying out their responsibilities. Assists with the implementation of new program policies and procedures, and prepares various administrative reports. Works closely with the Executive Staff on highly sensitive priority issues and assignments. Interacts directly and professionally with Executive Staff in order to organize and provide materials; independently follows up to obtain materials or ensure that requested action is taken. Evaluates the need for additional information, action, or supporting documentation prior to routing for approval.

15% Develops meeting agendas, handles all logistics for internal meetings, schedules meeting locations and accompanies the Directorate to meetings, when required. Develops written communication on behalf of the Directorate. Liaises with department support staff on various administrative issues and provides updates on process and procedures.

15% Follows up with Executive Staff and department support staff on overdue assignments when necessary. Works closely with Executive Staff on highly sensitive issues and assignments. Ensures the Department staff is aware of updated procedures. Compiles and maintains administrative, legislative, and confidential subject and historical files containing controversial and politically sensitive material. Independently acts upon and represents the Directorate when handling requests/inquiries from members of the Department's Executive Staff, the Governor's Office, CalHHS, the Legislature, federal government, and other outside entities. Independently reviews, analyzes, and prepares response to email inquiries.

5% Assists with updating the CDSS public facing organizational chart and resources. Coordinates the department's contacts.

5% Other duties as appropriate for the classification.

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the Enterprise Bureau Chief (Staff Services Manager II).

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA has the responsibility of providing assistance to their assigned member of the Directorate, and in some cases other members, on a wide range of policies and issues.

D. PERSONAL CONTACTS:

The AGPA must establish and maintain effective interface with Executive Staff and other departments, CalHHS, the Legislature, the Governor's Office, the County Welfare Director's Association of California, advocates, and the public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling confidential and sensitive material and in disseminating the information to appropriate personnel could result in information being released to unauthorized persons.

F. OTHER INFORMATION: