

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-371-5393-910

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

Child Care and Development Division/Central Operations Branch

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

Child Care Administration Bureau/Division Administrative Support Section/Human Resources Unit

SUPERVISOR'S NAME:

Pamela Race

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)

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 Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other California Department of Social Services (CDSS) programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

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**CONCEPT OF POSITION:**

Under the direction of the Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) independently performs complex analytical duties supporting business operations within the Child Care and Development Division (CCDD). This position is responsible for developing, maintaining, and implementing administrative systems and practices aligned with state and departmental policy in areas such as emergency preparedness, health and safety, hybrid work structure, records management, facilities coordination, and division training.

**A. RESPONSIBILITIES OF POSITION:****25% Health and Safety Coordination**

Develops, implements, and maintains a comprehensive Emergency Response Plan (ERP) for the Child Care and Development Division (CCDD) in alignment with California Department of Social Services (CDSS) and state-level emergency management protocols. Serves as the division's subject matter expert on workplace safety, performing ongoing risk assessments and identifying opportunities for safety enhancements. Coordinates and facilitates all mandated emergency preparedness drills for CCDD (e.g., fire, earthquake, evacuation) and ensures that all staff receive timely and clear communication on safety protocols and updates. Leads division-level efforts related to workplace safety and wellness initiatives, such as ergonomic risk mitigation, air quality advisories, and communicable disease protocols. Acts as the primary liaison with departmental safety officers and building management to address emergent health and safety issues and ensure regulatory compliance.

**25% Facilities Management and Ergonomic Coordination**

Manages all facilities-related operations for CCDD, including space planning, ergonomic evaluation coordination, workstation assignments, and logistics related to personnel moves or reorganizations. Partners with the Data and Information Support Unit (DISU) and Attendance Coordinators to submit and track facility maintenance service requests and equipment installations through appropriate CDSS channels. Ensures that workspace needs are identified, assessed, and addressed in a timely and compliant manner. Coordinates ergonomic assessments in collaboration with DISU and CalHR-certified assessors, facilitates procurement of ergonomic equipment, and follows through on recommendations to support staff health, productivity, and ADA accommodations where applicable. Participates in long-term facilities planning, including lease renewals, space forecasting, and shared space optimization.

**20% Records Retention and Information Governance**

Leads the development, implementation, and oversight of the division's Records Retention Plan in accordance with state law, the Statewide Records Retention Schedule (RRS), and the California State Records Management Act. Coordinates annual records reviews with bureau chiefs, managers, and program leads, to ensure proper classification, secure storage, and timely destruction or archiving of records. Supports the migration of physical records to digital systems as needed and ensures compliance with CDSS records retention policies, including guidelines around confidential and personally identifiable information (PII). Develops and delivers training and job aids to staff on proper records handling, records lifecycle, and electronic file naming conventions.

**10% Hybrid Work Support and In-Office Operations**

Manages in-office logistics to support the division's hybrid work environment, ensuring the successful operation of hoteling workstations and shared conference spaces. Tracks and monitors office usage patterns, resource availability, and staff feedback to recommend improvements and ensure equitable access to workspaces. Collaborates closely with Human Resources, DISU, and Facilities Management to ensure hybrid work policies are fully integrated into business operations and align with CDSS and Agency directives.

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**10% Division Training Coordinator (DTC)**

Serves as the CCDD Division Training Coordinator, identifying, tracking, and facilitating training opportunities aligned with Workforce Development (WFD) goals. Works collaboratively with the WFD and program managers to ensure that all staff complete mandatory training. Tracks and reports on training participation using CDSS Learning Management System (LMS). Assists in implementing division-wide initiatives such as mentoring programs, leadership development, and onboarding resources.

**5% In-Office Support and Business Services Coordination**

Provides a wide range of business services and operational support functions essential to daily office administration. Coordinates supply orders and inventory tracking, serves as backup for reception and mail handling, and ensures smooth day-to-day functioning of shared resources and office equipment. Acts as a point of contact with the CDSS Business Services Office to escalate division-specific facility or supply needs. Supports events or meetings that require in-office setup and logistics support.

**5% Other Duties as Required**

Performs high-priority and ad hoc assignments as directed by executive leadership, including contributions to division-wide administrative projects, task force participation, and implementation of new statewide initiatives. May support efforts related to strategic planning, internal controls, process improvement, or program support activities.

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B. SUPERVISION RECEIVED:

The AGPA receives directions from and reports to the SSM I in the Human Resources Unit.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA is involved in a wide array of administrative activities throughout the division as outlined in Section A.

D. PERSONAL CONTACTS:

The AGPA has regular contact with managers and staff throughout the CCDD and CDSS.

E. ACTIONS AND CONSEQUENCES:

The AGPA makes decisions affecting the facilities, equipment, and other areas of the CCDD, and exercises sound judgment in all phases of analyses. The ability to communicate effectively with staff in other divisions is critical to ensuring cooperative working relationships within the Department.

F. OTHER INFORMATION:

Working title: Business Services Liaison

Desirable Qualifications:

Effective oral and written communication skills

Highly independent and organized

Effective time management skills

Excellent critical thinking and problem solving