

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Manager I (Supervisory)

POSITION NUMBER:

800-373-4800-005

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

CCDD/Central Operations Branch

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

CDFS/Child Development Fiscal Services D Unit

SUPERVISOR'S NAME:

Rami Chand

SUPERVISOR'S CLASS:

Staff Services Manager II (SSM 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:

The SSM I will directly supervise the Associate Governmental Program Analysts.

Total number of positions for which this position is responsible: 4

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS. 4

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 Department 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.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager II (SSM II) in the Child Development Fiscal Services Section-B (CDFS-B), the Staff Services Manager I (SSM I) is responsible for fiscal analysis and planning, organizing and directing the work of the CDFS Unit, which performs financial oversight, analysis and development of funding allocations for various CDSS programs. In addition, the SSM I provides fiscal expertise and management support related to program administrative expenditures.

A. RESPONSIBILITIES OF POSITION:**Specific Job Assignments**

- 40% Directly supervises staff completing reviews and analysis of fiscal reports submitted by agencies, responses to inquiries, and developing reports, and makes management recommendations based on findings. The SSM I is responsible for oversight of determinations related to contractual apportionment of funds from manual and automated systems and maintains payment information and related records.
- 20% Directs the development and transmittal of allocation and payment methodologies for various programs. Reviews methodologies, calculations, and correspondence prepared by subordinate staff for thoroughness, soundness of logic and appropriateness and is responsible for the last level of technical review prior to the release of public information regarding major funding distributions.
- 15% Presents and explains data sources and funding distribution methodologies used in producing various allocations and payment authorizations. The SSM I must be able to discuss these matters in a credible manner with top departmental and program management, Federal and State oversight agencies, and other child care partners.
- 10% Supervises the development of and maintenance of fiscal and statistical data and provides expenditure data relative to various program administrative costs for internal analysis and external child care partners requests.
- 10% Establishes unit objectives and assures that departmental priorities are met through careful planning, organizing and scheduling of available resources in order to meet budgeting requirements. This includes recruitment, selection, training and overseeing professional development of staff, providing performance review and evaluation and coordination with Human Resources on employee issues as appropriate.
- 5% Assists the Bureau with organizational planning, management team goals, and other duties as assigned.

B. SUPERVISION RECEIVED:

This position reports directly to the Section Chief of the CDFS-B (SSM II). The incumbent receives supervision of a very general nature and acts with a great deal of independence.

C. ADMINISTRATIVE RESPONSIBILITY:

This position provides direct supervision over the analysts in the Unit and may be required to act on behalf of the Section Chief in their absence.

D. PERSONAL CONTACTS:

The SSM I has frequent contact with the managers in CDSS, other state departments, control agencies and private contractors including, but not limited to the Department of Finance, the California Health and Human Services Agency and the Legislative Analyst's Office. The SSM I also works frequently and collaboratively with other fiscal, research and program partners in the department.

E. ACTIONS AND CONSEQUENCES:

The position performs an important function in that aspects of the department's budget may be affected by the legislation, regulations and management letters created and analyzed by the supervised unit. Timeliness of funding allocations is critical to program service delivery. Funding recommendations and decisions are made regarding millions of state General Fund and federal dollars. The consequences of error will have a direct impact on the ability of the department to successfully operate various programs and could result in adverse publicity to the department or the state.

F. OTHER INFORMATION:

There are times throughout the year when overtime is mandatory for analysts and managers in the Unit. Travel may be required to conduct trainings or reviews.