

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Staff Services Manager I Specialist

POSITION NUMBER:

800-540-4800-002

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

CFSD/Safety, Prevention and Early Intervention Branch

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

SUPERVISOR'S NAME:

Jenny Pearlman

SUPERVISOR'S CLASS:

Branch Chief/C.E.A.

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)  
Fingerprint Clearance (DOJ/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 vision of the Children and Family Services Division (CFSD) is for every child to live in a safe, stable, permanent home, nurtured by healthy families and strong communities. The Safety, Prevention and Early Intervention Branch (SPEIB) advances CFSD's vision by: (1) holding primary responsibility for policy development and oversight of the emergency response and pre-placement practices administered by county public child welfare protection programs; (2) providing oversight and other supports for a wide range of community-based services, including state and local child abuse prevention councils, community-based organizations that provide early intervention and treatment services that are designed to increase family strengths and capacity to provide children with a stable and supportive family environment; and (3) providing administrative support to the Division.

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## CONCEPT OF POSITION:

Under the direction of the SPEIB Chief, and working closely with the CDSS Assistant Director, Equity and Inclusion, the Staff Services Manager Specialist I will serve as a highly skilled technical specialist and project manager for the development and implementation of division-wide community engagement standards and competencies, with a focus on authentic engagement of individuals with lived expertise in the child welfare system in alignment with the division's equity action plan. In addition to fortifying the division's internal capacity to co-design policy with lived experts, the incumbent will lead, develop, independently coordinate and evaluate external engagement activities across mission-critical program areas to achieve improved outcomes for child welfare involved children, youth and their families.



### A. RESPONSIBILITIES OF POSITION:

The duties and responsibilities include, but are not limited to, the more difficult and complex aspects of the following:

#### Essential Functions:

45% Trains and supports CDSS staff, contractors, and other external partners on appropriate engagement with individuals with lived experience, making sure that these individuals are full partners and consulted in the early stages of policy development. Prepares PowerPoint presentations and other training materials for distribution to staff and external partners. Creates template contract language, working agreements, and other documents to advance the division's community engagement and tribal inclusion objectives. Develops and implements internal processes for recruiting, supporting, and compensating individual with lived expertise for their participation in policy and program activities. Ensures alignment with the division's equity action plan and related efforts to address disparities impacting Black/African American, American Indian/Alaska Native, LatinX, LGBTQIA+, and other disproportionately represented communities. Tracks existing efforts by state and county agencies to include individuals with lived experience in policy development and implementation, and incorporates effective strategies into training content. Assesses any needs for external training or support and makes recommendations to division leadership.

40% Functions as a lead staff representing the Division on activities, assignments, meetings and workgroups related to engagement and inclusion of individuals with lived experience. Initiates, develops, and manages contract agreements with entities and Tribes equipped to support and facilitate partnership with those with lived experience. Exhibits extensive subject matter expertise in child welfare policy areas (including prevention, placement, permanency, foster care rates, ICWA, and special populations including probation-supervised foster youth, and child and youth survivors of human trafficking and their families) as needed to meaningfully understand, respond to, and incorporate feedback from individuals with lived experience in a manner that materially impacts policy development and implementation. Uses administrative data to drive strategy. Demonstrates facilitative leadership and communicates promptly and effectively to diverse partners, resolving disagreements and addressing barriers to inclusive engagement. Coordinates the development of critical work products that are co-designed by individuals with lived experience.

10% Acts as a liaison to other areas in Department, including the Office of Tribal Affairs and the Office of the Foster Care Ombudsperson. Provides leadership and takes an active role in various meetings and discussions to ensure inclusive and equitable engagement of individuals with lived experience across the Department's child- and family-serving programs.

#### Marginal Functions:

5% Other duties as necessary

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B. SUPERVISION RECEIVED:

The SSM I Specialist is directly supervised by the Chief of the Safety, Prevention and Early Intervention Branch and works closely with the Assistant Director, Equity and Inclusion.

The incumbent is required to utilize their initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and final products are reviewed for completeness and consistency with Department policy.

C. ADMINISTRATIVE RESPONSIBILITY:

The incumbent is responsible for coordinating and providing oversight for the development, implementation, and review of strategies to ensure division's appropriate engagement of lived experts in child welfare policy and practice.

D. PERSONAL CONTACTS:

In addition to focused work with individuals with lived experience, the SSM I Specialist works collaboratively with internal division/Department partners as well as contractors, counties, Tribes, advocates, community organizations, and the general public. The SSM I Specialist must maintain respect, tact and discretion in all forms of communication. The incumbent must maintain poise, positivity and innovation while working a time-sensitive, deadline-driven, results-oriented environment.

E. ACTIONS AND CONSEQUENCES:

The SSM I specialist oversees and provides direction on activities related to community partners and Tribes who have been personally impacted by the child welfare system. Error in judgment, unsound policy or practice recommendations, or failure to comply with state and federal confidentiality and nondiscrimination laws can negatively impact CDSS's ability to meet statutorily mandated requirements and/or improve outcomes for children in the child welfare system. Such errors may also result in creating fiscal sanctions or higher costs to state and local government. Disrespectful communication or behaviors may result in damaging the credibility of the State or damaging collaborative working relationships with project partners and Tribes.

F. OTHER INFORMATION:

- Extensive knowledge of the public child welfare system, including practice and policy.
- Experience working with children, youth, parents, caregivers, and Indian custodians with lived experience in the child welfare system to advance shared goals.
- Knowledge of ICWA and state tribal consultation policies.
- Knowledge of policy-making and administrative processes including state and federal legislation, regulatory and budgetary processes and the roles of the various branches and levels of government.
- The ability to foster collaboration, mutual respect and teamwork, and maintain a balance of assertiveness and diplomacy in meeting common goals.
- The ability to translate complex policy information for diverse audiences.
- The ability to plan implementation of and manage complex projects to completion within specified time frame