STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

State of California - Department of Social Services

# DUTY STATEMENT

EMPLOYEE NAME:

Vacant

|  |  |
| --- | --- |
| CLASSIFICATION:Associate Governmental Program Analyst | POSITION NUMBER:800-613-5393-910 |
| DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*Executive/Disaster Services Branch | BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*Recovery Operations/Individual Assistance Programs Unit |
| SUPERVISOR’S NAME:Vacant | 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)*

Travel may be required to assist in the oversight of DCMP and ISP, as well as attendance at Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC), and training

|  |  |
| --- | --- |
| 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 DSB is to serve, aid, and protect individuals and families affected by disasters and emergencies by supporting local government to provide excellent training, preparedness, response, and recovery services for mass care and shelter activities while promoting an environment of inclusivity and equity.

**CONCEPT OF POSITION:**

Under the general direction of the Staff Services Manager II (SSM II), Bureau Chief, Recovery Operations and Program Support Bureau, and the Individual Assistance Program (IAP) Unit Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA), performs the more responsible, varied, and complex technical analytical staff services assignments. Specifically, the AGPA is responsible work related to the Disaster Case Management Program (DCMP), Immediate Services Program (ISP), future federal Individual Assistance programs, and the State Supplemental Grant Program (SSGP). The AGPA may serve as the lead person, team leader, and/or project coordinator for Individual Assistance Programs.

1. RESPONSIBILITIES OF POSITION:

**45% Disaster Case Management Program/Immediate Services Program**: The AGPA will be required to analyze program data to prepare, review and generate comprehensive monthly, quarterly, and site visit reports that inform management oversight. In collaboration with the SSM I, the AGPA evaluates programmatic and financial activities to ensure compliance with federal grant requirements, grant specifications, contractual obligations and legal standards. The AGPA will review methods to identify discrepancies, assess risks, and recommend corrective actions where necessary. The AGPA will participate in DCMP collaboration meetings and will document complex discussions into actionable meeting minutes to support informed decision making and program accountability related to the ISP and DCMP.

**30% State Supplemental Grant Program:**

Coordinate and oversee the implementation of the State Supplemental Grant Program (SSGP) to include working with FEMA, CDSS Accounting, California Governor’s Office of Emergency Services (Cal OES), and disaster survivors. The AGPA will analyze federal and state requirements to ensure compliance, accountability, and accurate program delivery. The AGPA will evaluate and prepare data sharing agreements with FEMA. The incumbent will determine SSGP recipient eligibility and validate award information prior to submission to CDSS Accounting for payment processing. The AGPA will coordinate document translations with the CDSS Translation Unit, and update SSGP fact sheets and webpages. The AGPA will oversee the development of standard operating procedures by assessing program outcomes and recommending improvements to strengthen program effectiveness.

**15% Other Duties:**

Performs other related duties to support DSB. Updates, manages, and provides all necessary project completion documents to DSB.

**5% Travel:**

Travel may be required to assist in the oversight of DCMP and ISP, as well as attendance at Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC), and training.

**5%** **Administrative Duties**:

Other duties and trainings as required to support the mission of the Department and/or the disaster response and recovery role. Unit staff will be cross trained to back up other DSB positions.

1. SUPERVISION RECEIVED:

The AGPA reports directly to and receives the majority of assignments from the IAP SSM I; however, direction and assignments may also come from the Recovery Operations and Program Support Bureau Chief.

1. ADMINISTRATIVE RESPONSIBILITY:

None

1. PERSONAL CONTACTS:

The AGPA has regular contact with CDSS staff, management, and provider agencies, and SSM I by telephone, email, or in person.

1. ACTIONS AND CONSEQUENCES:

The DSB strives to provide excellent response and recovery services. This includes the implementation of DCMP, ISP, and SSGP. All programs provide services and resources in the event of a major Presidential disaster declaration which includes Individual Assistance. The DCMP and ISP services provided through federal grants are available to any survivor impacted by the declared disaster. Failure to effectively perform the duties of the position could jeopardize achieving the goals and objectives of DSB, DCMP, and ISP. The SSGP provides survivors that receive a maximum FEMA grant the possibility of up to an additional $10,000 in state funding.

1. OTHER INFORMATION:

The AGPA is required to establish cooperative working relationships and effectively communicate information to and consult with DSB staff and management, as well as provider agencies at all levels to complete work assignments related to Individual Assistance programs.

The AGPA should have knowledge of confidentiality requirements and computer applications, such as Microsoft Office Suite, including, but not limited to Outlook, Word, and Excel.

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# DUTY STATEMENT

EMPLOYEE NAME:

Vacant

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| --- | --- |
| CLASSIFICATION:Staff Services Analyst | POSITION NUMBER:800-613-5157-910 |
| DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*Executive/Disaster Services Branch | BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*Recovery Operations/Individual Assistance Programs Unit |
| SUPERVISOR’S NAME:Vacant | 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)*

Travel may be required to assist in the oversight of DCMP and ISP, as well as attendance at Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC), and training

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| 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 DSB is to serve, aid, and protect individuals and families affected by disasters and emergencies by supporting local government to provide excellent training, preparedness, response, and recovery services for mass care and shelter activities while promoting an environment of inclusivity and equity.

**CONCEPT OF POSITION:**

Under the general direction of the Staff Services Manager II (SSM II), Bureau Chief, Recovery Operations and Program Support Bureau, and the Individual Assistance Programs (IAP) Unit Staff Services Manager I (SSM I), the Staff Services Analyst (SSA), performs staff services assignments related to IAP. Specifically, the SSA is responsible work related to the Disaster Case Management Program (DCMP), Immediate Services Program (ISP), future federal Individual Assistance programs, and the State Supplemental Grant Program (SSGP). The SSA may serve as the lead person, team leader, and/or project coordinator for Individual Assistance Programs.

1. RESPONSIBILITIES OF POSITION:

**45% Disaster Case Management Program/ Immediate Services Program**: Support of the DCMP includes assisting in preparing, reviewing, and creating reports for the management agency, including monthly, quarterly, and site visit reports. The SSA, in conjunction with the SSM I, follows up within the DSB, as needed, to ensure compliance with grant specifications. Works with staff and SSM I for programmatic and financial review, as outline in the contracts. The SSA assists in developing Excel, Adobe, and Word products that are necessary for the DCMP oversight. The SSA may attend a variety of DCMP collaboration meetings and may be responsible for attending site visits, as well as drafting meetings minutes, if needed. Support of the ISP includes assisting in preparing, reviewing, and creating reports for the management agency, including monthly, quarterly, and final reports. The SSA, in conjunction with the SSM I, follows up within the DSB, as needed, to ensure compliance with grant specifications. Works with staff and SSM I for programmatic and financial review, as outline in the contracts. The SSA assists in the development of Excel, Adobe, and Word products that are necessary for the ISP oversight. The SSA may attend a variety of ISP collaboration meetings and may be responsible for drafting meetings minutes, if needed.

**30% State Supplemental Grant Program:**

Assist in the implementation of the SSGP which may include working with the SSGP lead analyst, FEMA, CDSS Accounting, California Governor’s Office of Emergency Services (Cal OES), and disaster survivors. Assists in determining SSGP recipients and communicating grant award information with recipients. Assists in developing and updating SSGP fact sheets and assisting document translations and update webpages. Assist in the development and updating standard operating procedures.

**15% Other Duties:**

Performs other related duties to support DSB. Assists with updates, manages, and provides all necessary project completion documents to DSB.

**5% Travel:**

Travel may be required to assist in the oversight of DCMP and ISP, as well as attendance at Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC), and training.

**5%** **Administrative Duties**:

Other duties and trainings as required to support the mission of the Department and/or the disaster response and recovery role. Unit staff will be cross trained to back up other DSB positions.

1. SUPERVISION RECEIVED:

The SSA reports directly to and receives the majority of assignments from the IAP SSM I; however, direction and assignments may also come from an IAP unit AGPA and the Recovery Operations and Program Support Bureau Chief.

1. ADMINISTRATIVE RESPONSIBILITY:

None

1. PERSONAL CONTACTS:

The SSA has regular contact with CDSS staff, management, and provider agencies, and SSM I by telephone, email, or in person.

1. ACTIONS AND CONSEQUENCES:

The DSB strives to provide excellent response and recovery services. This includes the implementation of DCMP, ISP, and SSGP. All programs provide services and resources in the event of a major Presidential disaster declaration which includes Individual Assistance. The DCMP and ISP services provided through federal grants are available to any survivor impacted by the declared disaster. Failure to effectively perform the duties of the position could jeopardize achieving the goals and objectives of DSB, DCMP, and ISP. The SSGP provides survivors that receive a maximum FEMA grant the possibility of up to an additional $10,000 in state funding.

1. OTHER INFORMATION:

The SSA is required to establish cooperative working relationships and effectively communicate information to and consult with DSB staff and management, as well as provider agencies at all levels to complete work assignments related to Individual Assistance programs.

The SSA should have knowledge of confidentiality requirements and computer applications, such as Microsoft Office Suite, including, but not limited to Outlook, Word, and Excel.