

State of California - Department of Social Services

PROPOSED**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-661-5157-708

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

CDSS/Financial Management Branch

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

Fiscal Policy and Analysis Bureau - Children's Unit

Christine Crump

Staff Service Analyst (SSM 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.

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

SUPERVISOR'S SIGNATURE



DATE

10/01/25

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 FPAB is responsible for fiscal policy related matters to support overall program administration and budget development and implementation. This includes overall analysis and coordination of federal and state legislation for fiscal impact, as well as serving either lead or support capacities for special projects.

CONCEPT OF POSITION:

Under the direct supervision of the SSM I, the SSA is responsible for assisting with the development and implementation of fiscal policies that support budget development and program design for the Department. Responsibilities associated with this position may vary with implementation, revision or reauthorization of the state's social services programs.

A. RESPONSIBILITIES OF POSITION:**Specific Duties Include**

- 35% Assist with the development of fiscal policies and procedures for new/revised programs. Develop and complete Program Request Forms for establishing new program codes. Prepare regulation changes, letters, memos and other material to notify counties of relevant claiming changes.
- 20% Analyze state and federal laws and regulations to determine the fiscal impact of changes on the county reporting systems to ensure that all allowable costs are claimed and eligible for reimbursement.
- 15% Assist with analyzing federal audit findings, deferrals and disallowances that are related to fiscal matters and assist with preparation of oral presentations to federal, state and county staff, as needed.
- 10% Assist with researching, analyzing and responding, in writing and verbally, to inquiries regarding state and county fiscal policies and practices.
- 10% Assist Estimates staff in developing premises and budget tables for the local assistance budget.
- 5% Assist in developing spreadsheets of county claim and cost allocation data and analyze fiscal issues, matters and concerns at the state and local levels for precedents that are material to California.
- 5% Monitor county fiscal practices, conduct training and information sessions for federal, state and county staff.

B. SUPERVISION RECEIVED:

The SSA reports directly to the SSM I responsible for a policy unit within the FPAB. As the SSA gains experience and knowledge of the programs and the FPAB's responsibilities as they relate to the overall operation of the Department, the degree of independence and responsibility exercised with more complex assignments will increase with the incumbent's development.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SSA has frequent contact with Departmental managers, staff at all levels of various state, federal and county governments and staff from other states.

E. ACTIONS AND CONSEQUENCES:

The FPAB's responsibilities involve fiscal oversight of program expenditures of over \$26 billion annually. The FPAB staff must not only be knowledgeable of federal and state fiscal requirements, but also of the laws and regulations for the administration of various social services programs. Inadequate or improper claiming policy may place the Department at risk of federal penalties, disallowances, loss of funding audit exceptions and require use of additional state or county funds.

F. OTHER INFORMATION:

This position may require travel as necessary throughout the year to provide and/or receive training and other technical assistance.

State of California - Department of Social Services

PROPOSED**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-661-5393-708

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

FAD/Financial Management Branch

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

Fiscal Policy and Analysis Bureau (FPAB) - Children's Unit

SUPERVISOR'S NAME:

Christine Crump

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the OMV 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.



DATE

10/01/25

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 Fiscal Policy & Analysis Bureau (FPAB) is responsible for fiscal policy related matters to support overall program administration and budget development and implementation. This includes overall analysis and coordination of federal and state legislation for fiscal impact, as well as serving either lead or support capacities for special projects.

CONCEPT OF POSITION:

Under the direct supervision of the SSM I, the AGPA is responsible for researching and developing the fiscal policies that support budget development and program design for the Department. Responsibilities associated with this position may vary with implementation, revision or reauthorization of the state's social services programs. The AGPA is typically responsible for the more complex and/or sensitive policy development involving fiscal issues.

A. RESPONSIBILITIES OF POSITION:**Specific Duties Include**

- 40% Develop fiscal policies and procedures for new/revised programs and prepare regulation changes, letters, memos and other relevant program material to notify counties of the revisions. Analyze state and federal laws and regulations to determine the impact of program and fiscal changes on the county reporting systems to ensure that all allowable costs are claimed and eligible for reimbursement.
- 15% Manage federal audit findings, deferrals and disallowances that are related to fiscal matters. Make oral presentations to federal, state and county staff, as needed.
- 10% Research fiscal issues, matters and concerns at the national and state levels for precedents that are material to California.
- 10% Research and respond, in writing and verbally, to inquiries regarding state and county fiscal policies and practices.
- 10% Research and make recommendations to management on sound fiscal policies and practices to preserve and/or expand existing financial resources; minimize financial exposure and maintain the Department's federal and fiduciary responsibilities.
- 10% Assist Estimates staff in developing premises and budget tables for the local assistance budget.
- 5% Conduct ad hoc studies, provide technical assistance, monitor and analyze programs administered by county welfare directors, conduct training and information sessions to federal, state and county staff.

B. SUPERVISION RECEIVED:

The AGPA reports directly to the SSM I responsible for a policy unit within the FPAB. The incumbent is required to exercise initiative and independence in completing assignments, and, in many situations, will serve in a lead capacity for assignments requiring the coordination of policy and systems development with other staff and organizations.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AGPA has frequent contact with Departmental managers, staff at all levels of various state, federal and county governments and management level staff from other states.

E. ACTIONS AND CONSEQUENCES:

The AGPA's responsibilities involve program expenditures of over \$26 billion annually. The AGPA must not only be knowledgeable of federal and state fiscal requirements, but also of the laws and regulations for the administration of various social services programs. Inadequate or improper claiming policy may place the Department at risk of federal penalties, disallowances, loss of funding audit exceptions and require use of additional state or county funds.

F. OTHER INFORMATION:

This position may require travel as necessary throughout the year to provide training and other technical assistance.