

State of California - Department of Social Services

Proposed

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

800-353-5393-701

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

CCDD/Child Care Policy & Development Branch

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

LEAD/Equity in Contracts Unit

SUPERVISOR'S NAME:

Lakisha Sipple

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 required

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 LeaderFOR 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.

0

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 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.

CONCEPT OF POSITION:

Under the direction of the Equity in Contracts Unit (ECU), Staff Services Manager I (SSM I) in the Child Care and Development Division (CCDD) and working cooperatively with program units and supervisors throughout the Department of Social Services (CDSS), the Associate Governmental Program Analyst will provide analytical services in support of the ECU. This position is responsible for providing monitoring and analytical services in support of these functions. This position will also require travel to support monitoring and technical assistance to applicable programs. Additionally, the position will support contracts and grants in the Learning, Equity, Advancement, and Development (LEAD) office, such as quality contracts, support contracts (i.e. Resource and Referral and Local Planning Contracts, etc.), and coordination of Prop 64 contract activities.

A. RESPONSIBILITIES OF POSITION:

45% The AGPA will independently write, review, and edit various documents, reports, other contract monitoring reports and grant documents for contractors and state and local agencies. The incumbent will prepare written analyses and recommendations on contracting and budgeting issues for supervisory levels, prepare written responses to letters and other inquiries, draft correspondence for the signature of the Administrator, Division Deputy Director and Deputies.

20% The AGPA will independently develop and maintain various components of program contracts and standard agreements for the ECU and CCDD, including developing allocations. The incumbent will provide technical assistance and prepare written directives regarding contract policies and procedures, citing state contracting laws and regulations and Department of General Services (DGS) policies for contractors, consultants, and state and local agencies.

10% The AGPA will independently review and analyze relevant materials, such as new laws, rules, and policies implemented by the DGS. The incumbent will research current rules and guidelines relating to contracting policy changes that relate to current CCDD contracts. The incumbent will stay current on trends and relevant changes relating to the CCDD community and new legislation and research, review, and implement new processes for tracking contracts required to go through various levels of review and approval within the CDSS. Researches, prepares and delivers presentations for internal and external child care partners.

10% The AGPA will travel for work-related activities, including but not limited to site and contract monitoring visits, child care partner meetings, training sessions, and conferences. The incumbent will complete reports and documents applicable to contract monitoring reviews.

5% The AGPA will independently consult with supervisors and consultants to develop contracts and grants, and provide technical expertise for contracts, preparation, maintenance, and invoicing. The incumbent will make recommendations on contract issues to supervisory levels, respond to questions and provide advice to supervisors, consultants, analysts, and contractors.

5% The AGPA will independently analyze and prepare fiscal reports and charts demonstrating the use of funding.

5% The AGPA independently participates in staff meetings and keeps the supervisor apprised of the status of projects and problems and performs other administrative job related duties as required. Other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA receives general instructions from the SSM I. Project status reports are made and final products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has frequent contact and attends meetings with other departmental staff, staff from other local, state and federal government agencies, and private/public organizations.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis, recommendations and decisions could result in hindering successful operation of welfare-related and other child care programs.

F. OTHER INFORMATION:

Excellent interpersonal communication, and presentation skills are essential for success. Experience facilitating multi-child care partner projects is highly desirable. Knowledge of child care programs is highly desirable.