

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

(Vacant)

CLASSIFICATION:

Associate Governmental Program Analyst (E&T)

POSITION NUMBER:

800-254-5393-716DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Family Engagement & Empowerment/CalFresh Branch

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

CalFresh Policy Bureau/Employment & Training (E&T) Unit

SUPERVISOR'S NAME:

Kae Saeteurn

SUPERVISOR'S CLASS:

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

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 CalFresh Branch provides policy direction, program monitoring, program outreach and nutrition education to protect the health of the most at risk population of the state.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I (SSM I) of the E&T unit, the CalFresh E&T Associate Governmental Program Analyst (AGPA), is responsible for a variety of complex activities associated with CalFresh E&T policy development, implementation and interpretation. In addition, the AGPA is involved in legislative bill analysis, special projects requiring research and analysis, and pro-actively provides recommendations to management for program improvement. The AGPA demonstrates the ability to work independently, as well as in a group setting, and maintains effective and ongoing communication with management.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

30% Provide timely and accurate E&T policy expertise and interpretation to a variety of stakeholders, including counties, departmental staff, advocate groups, the legislature, and the Statewide Automated Welfare System (SAWS). Receive, respond to and catalog formal E&T policy interpretation requests and program inquiries; attend and lead meetings related to assignments.

20% Prepare statewide program information on existing and new CalFresh E&T laws, policies and regulations; communicate the information verbally and in writing through mechanisms such as, All County Letters (ACLs), All County Information Notices (ACINs), and All County Welfare Director Letters (ACWDLs) and other official state correspondence. Provide subject matter expertise to support the development and revision of program regulations. Pro-actively coordinate efforts with the Field Operations Section and CalFresh technical assistance unit.

20% Research and analyze CalFresh E&T policy issues. Prepare issue papers and written recommendations for decisions or clarification on new and existing program matters. Provide analysis of state and federal legislation; track bill progress, assist in developing statutory amendments and new legislative proposals. Provide lead analyst knowledge when developing, planning conducting, and post-review activities associated with E&T Program Development and Technical Assistance to County Welfare Departments (CWD), Community-Based Organizations (CBO), For-Profit Organizations, or Third-Party Administrators.

15% Develop, manage, and implement special projects directed at improving program effectiveness. Special projects may also include responding to program litigation and court decisions.

10% Provide general branch support by preparing accurate written materials for all levels of government (county, state and federal); preparing speech and presentation materials; maintaining current, organized and retrievable program information that ensures accurate and accountable responses; responding to general inquiries from other entities, including the legislature, counties, advocacy groups and the general public, with regard to program innovations and special projects; etc.

5% Perform other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA receives direction from and reports to the SSM I. Assignments usually come from the SSM I, but may also come from the section chief and/or bureau chief. The AGPA works independently the majority of the time and is expected to produce complete products. In addition, the AGPA is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency prior to submitting to the SSM I for review.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA may be asked to function in a lead capacity and assist in the training of new staff.

D. PERSONAL CONTACTS:

The AGPA has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

E. ACTIONS AND CONSEQUENCES:

The AGPA makes recommendations on a range of policy issues that impact program operation. Assignments prepared by the AGPA will be the basis for making policy decisions that directly affect CalFresh E&T participants. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

F. OTHER INFORMATION:

CalFresh program experience is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. The AGPA must have working knowledge of the computer and have the ability to use the following programs: Word, Excel, Outlook and Internet Explorer. Due to complex and critical assignments, good attendance is expected. Due to the technical assistance needs and on-going support of the E&T program, the position requires the ability and willingness to travel up to 20% of the time. It is a requirement that the incumbent possess a valid California driver's license and be able to drive an automobile, or have the ability to travel to field work sites. Travel by other modes of transportation may be required.

State of California - Department of Social Services

DUTY STATEMENT

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Vacant

CLASSIFICATION:

Staff Services Analyst (E&T)

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800-253-5157-XXX

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Family Engagement & Empowerment/ CalFresh Branch

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

CalFresh Policy Bureau/Employment & Training (E&T) Unit

SUPERVISOR'S NAME:

Kae Saeteurn

SUPERVISOR'S CLASS:

SSM I

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MISSION OF ORGANIZATIONAL UNIT:

The CalFresh Branch provides policy direction, program monitoring , program outreach and nutrition education to protect the health of the most at risk population of the state.

CONCEPT OF POSITION:

Under the direct supervision of the Staff Services Manager I (SSM I) of the E&T unit, the CalFresh E&T Staff Services Analyst (SSA), is responsible for a variety of entry level analyst activities associated with CalFresh E&T policy development, implementation and interpretation. In accordance with skill level, the SSA is also involved in legislative bill analysis and special projects requiring research and analysis.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

25% Provide timely and accurate E&T policy interpretation to a variety of stakeholders, including counties, departmental staff, advocate groups, the legislature, and the Statewide Automated Welfare System (SAWS). Receive, respond to and catalog formal E&T policy interpretation requests and program inquiries; attend meetings related to assignments.

15% Prepare statewide program information on existing and new CalFresh E&T laws, policies and regulations; communicate the information verbally and in writing through mechanisms such as, All County Letters (ACLs), All County Information Notices (ACINs), and All County Welfare Director Letters (ACWDLs) and other official state correspondence.

15% Research and analyze CalFresh E&T policy issues. Prepare issue papers and written recommendations for decisions or clarification on new and existing program matters. Provide analysis of state and federal legislation; track bill progress, assist in developing statutory amendments and new legislative proposals.

15% Dedicate time to skills training and development of CalFresh E&T policy knowledge. Work in strong coordination with senior staff and/or lead analysts. Support lead analyst when developing, planning, conducting technical assistance and program development activities associated with CalFresh E&T with County Welfare Departments (CWD), Community-Based Organizations (CBO), For-Profit Organizations, or Third-Party Administrators.

15% Assist in the development and implementation of special projects directed at improving program effectiveness. Special projects may also include responding to program litigation and court decisions.

10% Provide general branch support by preparing accurate written materials for all levels of government (county, state and federal); preparing speech and presentation materials; maintaining current, organized and retrievable program information that ensures accurate and accountable responses; responding to general inquiries from other entities, including the legislature, counties, advocacy groups and the general public, with regard to program innovations and special projects; etc.

5% Perform other duties as assigned.

B. SUPERVISION RECEIVED:

The SSA/AGPA receives direction from and reports to the SSM I. Assignments usually come from the SSM I, but may also come from the section chief and/or bureau chief.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA/AGPA has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

E. ACTIONS AND CONSEQUENCES:

The SSA/AGPA makes recommendations on a range of policy issues that impact program operation. Assignments prepared by the SSA will be the basis for making policy decisions that directly affect CalFresh recipients. A commitment to development and training is essential. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

F. OTHER INFORMATION:

CalFresh program experience is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. The SSA/AGPA must have working knowledge of the computer and have the ability to use the following programs: Word, Excel, Outlook and Internet Explorer. Due to complex and critical assignments, good attendance is expected. Due to technical assistance needs and on-going program development of the E&T program, the position requires the ability and willingness to travel up to 20% of the time. It is a requirement that the incumbent possess a valid California driver's license and be able to drive an automobile, or have the ability to travel to field work sites. Travel by other modes of transportation may be required.