

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-570-5393-771

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

CFSD/System of Care Branch (SOC)

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

Policy & Technical Assistance Bureau / Provider Development

SUPERVISOR'S NAME:

Marjana Jackson

SUPERVISOR'S CLASS:

Staff Services Manager (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)*
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.

The AGPA is occasionally called upon to act in the absence of his/her supervisor. Additionally, AGPAs may be used in a lead capacity to direct the work of other staff when working on new and/or complex assignments.

MISSION OF ORGANIZATIONAL UNIT:

The System of Care (SOC) Branch is responsible for the development, implementation, and oversight of congregate care reform as required by Assembly Bill (AB) 403 (Chapter 773, Statutes of 2015). The SOC Branch develops new programs, policies, and regulations to ensure improved outcomes for children and families across the continuum of placement settings.

The Provider Development Unit prepares bill analyses and develops policies, procedures and regulations to implement CCR and statutory changes that seek to realize California's longstanding goal that all children live as members of committed, nurturing and permanent families. The unit also works closely with advocates, care providers, the legislature and the public on issues affecting the child welfare system and community care facilities under its jurisdiction.

CONCEPT OF POSITION:

Under the general direction of the SSM I, the AGPA will perform full journey level analytical duties. The AGPA is required to develop and write regulations, policies, procedures, controlled correspondence, bill analysis, and formal communications independently and in collaboration with other internal/external stakeholders related to the implementation of CCR. The AGPA is required to work individually and/or as part of a team to support the SOC Branch. The AGPA may be required to conduct reviews of county-operated programs and licensed providers, as well as provide ongoing consultation to counties and providers regarding clarification of applicable laws, regulations, and policies.

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%

- Research analyze, draft and develop written policies, procedures, instructions, and regulations in alignment with the System of Care Branch (SOCB).
- Collaborate with CDSS and other state staff to plan, develop and oversee implementation of policies and procedures related to new legislation, policies and regulations.
- Provide support in the oversight and approval of residential facilities serving youth in foster care, including leading stakeholder meetings, reviewing provider applications, offering feedback, and tracking implementation progress.

20%

- Leads, coordinate, facilitate, and/or assist in work group meetings with internal and external stakeholders and completes related assignments.
- Serve as a Department liaison and participate in a wide variety of stakeholder and provider meetings, conferences, workshops, community outreach activities, etc., explaining and disseminating laws, regulations, policies, and procedures related to the CCR.
- Works collaboratively and positively with county representatives, residential providers, advocacy groups, youth, caregivers and other state departments.

15%

- Review existing policies and procedures to develop informed recommendations for policy improvement.
- Manage formal requests for policy revisions, conduct research and data analysis, and present findings and proposals to internal leadership, providers, advocacy organizations, and inter-agency partners.

15%

- Analyze proposed state and federal legislation, develop legislative proposals, and prepare background information for legislative hearing testimony.
- Provide technical assistance to the Office of Legislation, research potential impacts, and prepare detailed written analyses and policy briefs.
- Brief management, division administration, and stakeholders on assigned legislation, monitor legislation and prepare updated analyses as needed.

Marginal Functions:

5%

- Complete other related duties as required and assigned pertaining to the unit, bureau and branch.

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the SSM I of the Provider Development Unit. The incumbent is required to utilize their initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with department policy.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has daily contact with other CDSS Leadership, including Branch Chiefs and other departmental staff and managers, licensed adoption, foster family, and county child welfare and probation agencies, Short-Term Residential Therapeutic Programs (STRTP), group homes, advocates and the general public.

E. ACTIONS AND CONSEQUENCES:

The AGPA must exercise professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with State, county, and federal agencies; county and/or State non-compliance with federal and State statute; or inefficient use of State, federal and local funds.

F. OTHER INFORMATION:

The AGPA must have good interpersonal communication skills and be able to work well with a variety of people. The AGPA must be able to work well under pressure. Knowledge of community care licensing policies, child welfare services programs, county social welfare agencies, community organization and CDSS administrative and support services, children's services and other related programs is desirable.

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

Policy & Technical Assistance Bureau/Provider Developmen

SUPERVISOR'S NAME:

Marjana Jackson

SUPERVISOR'S CLASS:

Staff Services Manager (SSM) I

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MISSION OF ORGANIZATIONAL UNIT:

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The Provider Development Unit prepares bill analyses and develops policies, procedures and regulations to implement CCR and statutory changes that seek to realize California's longstanding goal that all children live as members of committed, nurturing and permanent families. The unit also works closely with advocates, care providers, the legislature and the public on issues affecting the child welfare system and community care facilities under its jurisdiction.

CONCEPT OF POSITION:

Under the close supervision of the SSM I, the SSA in the Provider Development Unit work both individually and/or as part of a team to support the SOC Branch. The SSA may be required to conduct reviews of county-operated programs and licensed providers, as well as provide ongoing consultation to counties and providers regarding clarification of applicable laws, regulations, and policies.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

45%

- Research analyze, draft and develop written policies, procedures, instructions, and regulations in alignment with the System of Care Branch (SOCB).
- Collaborate with CDSS and other state staff to plan, develop and oversee implementation of policies and procedures related to new legislation, policies and regulations.
- Provide support in the oversight and approval of residential facilities serving youth in foster care, including leading stakeholder meetings, reviewing provider applications, offering feedback, and tracking implementation progress.

20%

- Assist with coordinating, facilitating work group meetings with internal and external stakeholders and completes related assignments.
- Serve as a Department liaison and participate in a wide variety of stakeholder and provider meetings, conferences, workshops, community outreach activities, etc., explaining and disseminating laws, regulations, policies, and procedures related to the CCR.
- Works collaboratively and positively with county representatives, residential providers, advocacy groups, youth, caregivers and other state departments.

15%

- Assist with reviewing existing policies and procedures to develop informed recommendations for policy improvement.
- Assist with managing formal requests for policy revisions, conduct research and data analysis, and present findings and proposals to internal leadership, providers, advocacy organizations, and inter-agency partners.

15%

- Assist with analyzing proposed state and federal legislation, develop legislative proposals, and prepare background information for legislative hearing testimony.
- Assist with providing technical assistance to the Office of Legislation, research potential impacts, and prepare detailed written analyses and policy briefs.
- Assist with briefing management, division administration, and stakeholders on assigned legislation, monitor legislation and prepare updated analyses as needed.

Marginal Functions:

5%

- Complete other related duties as required and assigned pertaining to the unit, bureau and branch.

B. SUPERVISION RECEIVED:

The SSA is directly supervised by the SSM I of the Policy and Regulation Development Unit. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with department policy. The SSA will also receive mentoring assistance from the current AGPAs withing the Unit.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has frequent contact with other Branch and departmental staff and managers, licensed adoption, foster family, and county child welfare and probation agencies, group homes, advocates and the general public.

E. ACTIONS AND CONSEQUENCES:

The SSA must exercise professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with State, county, and federal agencies; county and/or State non-compliance with federal and State statute; or inefficient use of State, federal and local funds.

F. OTHER INFORMATION:

The SSA must have good interpersonal communication skills and be able to work well with a variety of people. The SSA must be able to work well under pressure. Knowledge of community care licensing policies, child welfare services programs, county social welfare agencies, community organization and CDSS administrative and support services, children's services and other related programs is desirable.