

State of California - Department of Social Services

DUTY STATEMENT

PROPOSED

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Consultant

POSITION NUMBER:

800-361-2834-501

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

CCDD/Program Quality & Improvement Branch

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

PQI North Bureau

SUPERVISOR'S NAME:

Lisa Velarde

SUPERVISOR'S CLASS:

Education Administrator I /Bureau Chief

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.

None

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.

None

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 Bureau Chief /Education Administrator I (EA I) of the Program Quality and Improvement (PQI) North Bureau in the Child Care and Development Division (CCDD), the Child Development Consultant (CDC) works cooperatively with program units and managers throughout the California Department of Social Services (CDSS). The incumbent is responsible for working collaboratively with various early learning and care programs funded by federal and/or state funds. The incumbent serves in an educational leadership role for promoting quality early learning program implementation at the local, regional, and state levels. Ongoing extensive travel is required for this position to conduct site visits to a region, interact with contracting agencies for assessing programs, monitoring compliance and completing reports in collaboration with other staff, attend meetings to address challenges, present trainings locally to the field to provide statutory and regulatory guidance, technical assistance and support, and other work related purposes.

A. RESPONSIBILITIES OF POSITION:

45% The CDC independently consults with contracted agency representatives, other governmental agencies, internal child care partners, and external child care partners, including, but not limited to, program directors, curriculum specialists, teachers, parents, and representatives from the early learning community to develop and implement various early learning and care activities that promote the vision, mission, and goals of the Deputy Director and the CCDD. The incumbent promotes educational techniques and positive experiences proven to promote the early learning and well-being of the whole child such as early learning strategies, school transition strategies, and enrichment activities. The incumbent conducts Program Reviews, Contract Monitoring Reviews, and investigations of complaints regarding contracted agencies. The incumbent oversees and provides guidance to contracted agencies, including training and technical assistance, to support high quality early learning and care programs. Ongoing travel is required throughout the year to conduct and complete work related to Consultation duties.

25% The CDC independently writes, reviews, edits, and prepares briefings and reports, advisories, child care bulletins, applications for grants, and request for funding applications. The incumbent develops early learning and care program regulations, prepares written responses to letters and other inquiries, drafts correspondence for the signature of others, including, but not limited to, the Deputy Director as appropriate. The incumbent suggests revisions to monitoring documents and prepares final monitoring reports. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings for work related to duties.

10% The CDC independently uses electronic media such as PowerPoint and webinars to develop and conduct presentations at meetings, conferences, and workshops for early learning contracted agency staff and various professional organizations. The incumbent acts as a technical expert for early learning issues and responds to questions. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings, presentations and conduct trainings for work related to duties.

10% The CDC independently participates in special projects as assigned. The incumbent researches current educational issues relating to various early learning and care programs and stays current on trends in early learning.

5% The CDC independently collaborates with the supervisor to manage workflow, participates in staff meetings, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.

5% The CDC performs other duties as required.

B. SUPERVISION RECEIVED:

The CDC works in the CCDD PQI North Bureau under the direction of the EA I or Bureau Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

Consultants may also provide leadership and training to incumbents in the Assistant class in this series. The Consultant functions as a subject matter expert for all areas assigned by the EA I.

D. PERSONAL CONTACTS:

The Consultant frequently advises and interacts with CCDD, CDSS and other State leadership. In addition, the Consultant interacts with various CDSS, CCDD and other State level staff to implement and provide advice regarding assigned areas. Regular interactions will occur with other offices, divisions, and agencies as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The Consultant is responsible for subject matter expertise regarding a federal requirement not previously implemented in California. Executive level leadership will support decisions on the advice and recommendation from this position. The state will implement policies in the field of child care that will affect the state's compliance status with the federal government. Failure to adequately implement the requirements of this position can result in severe fiscal penalties to the State of California and subsequent harm to child care programs.

F. OTHER INFORMATION:

Desirable Qualifications:

- Knowledge of early childhood education, and experience in the state system for subsidized child care and development programs including understanding of state and federal laws, regulations and requirements.
- Professional oral and written communication skills
- Effective Project Management Skills
- Effective Public Speaking Skills
- Effective relationship building
- Experience problem solving and providing customer service