

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Licensing Program Manager III

POSITION NUMBER:

860-8220-004

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

Community Care Licensing Division

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

Child Care Program Office

SUPERVISOR'S NAME:

Lya Johnson

SUPERVISOR'S CLASS:

CEA A

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 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 Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Up to 5 Licensing Program Manager IIs and/or up to 4 Staff Service Manager IIs

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:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

Under the direction of the Child Care Program Administrator (CEA I) of the Community Care Licensing Division, the Assistant Program Administrators (APAs): North, Central, and South (Licensing Program Manager III) are directly responsible for all licensing and monitoring activities of the 21 Regional Offices statewide as well as one small Local Unit, and three Bureaus within the Child Care Program Office. The APA will provide support to the Program Administrator by providing in-person and virtual oversight to staff statewide.

The APA provides operational direction to reporting offices and bureaus, ensures uniform enforcement of regulations using statewide procedures and standards, and reviews and recommends appropriate administrative actions against child care facilities in violation of statutes and regulations. Additionally, the incumbent supports the development of statewide policies and procedures, professional development, and is required to travel as an official representative of their Region and the Child Care Program. This travel includes visits to community-based organizations as well as regular visits to the licensing offices to review management information statistical reports and assess office operations.

A. RESPONSIBILITIES OF POSITION:

35% Directs the work of licensing staff responsible for the administration, and implementation of licensing, policy and procedures. Provides oversight and guidance of frequent meetings with staff to ensure consistent training in application on policies and procedures. Local and statewide travel to participate in meetings, workshops, public outreach, licensing office visits, conferences and trainings. During these travels, meets with community-based organizations to disseminate information on licensing policies and procedures, and engages with partners to promote and uphold the mission, goals, and policies of the Department.

25% Ensures uniform enforcement of licensing requirements using statewide procedures and standards and ensures completion of mandatory licensing functions by working with the quality assurance team to analyze program statistics. Reviews and recommends appropriate administrative actions for civil penalties and appeals against child care licensees violating statutes and regulations.

15% Consults with legal, the legislation branch and the Policy and Support bureau in reviewing complex legislation for impact to the Department, facilities, and children in care; based on consultation, provides recommendations to the Program Administrator. Coordinates and oversees Public Records Act, media requests, and lawsuits against the Department.

15% Represents the Child Care Program and the Program Administrator at internal and external meetings and conferences, with relationship to the State and Local agencies; and provides input on key issues in the Child Care program, and Licensing regulations and requirements. Networks and coordinates relationship building efforts between licensing, partners and other state and local agencies. Acts for the Program Administrator in their absence.

10% Ensures staff receive adequate investigative and technological resources necessary to carry out the Licensing functions. Other duties as assigned to meet the needs of management such as completing Daily Activity Reports, drafting correspondences and assisting with emergency disaster efforts.

B. SUPERVISION RECEIVED:

The Licensing Program Manager III (LPM III)/Assistant Program Administrator (APA) reports directly to the Program Administrator - Branch Chief (CEA A) and provides both written and verbal reports to the Program Administrator. The APA periodically visits Regional Offices and Bureaus to provide continuous quality improvement and guide the Region and Bureau with decision making. In addition, the APA holds regular meetings with staff to offer coaching, training, and professional development to staff.

C. ADMINISTRATIVE RESPONSIBILITY:

The APA oversees up to 5 Licensing Program Manager IIs (Regional Managers) and/or up to 4 Staff Service Manager IIs (Bureau Chiefs). The APA is responsible for the maintenance of effective policies and procedures and organizational structure, staffing, and all management functions within their childcare program geographic regions.

D. PERSONAL CONTACTS:

The APA has significant contact with the Program Administrator, the Assistant Deputy Director, the Legal Division, and other centralized support services within the Division and Department. The APA is heavily involved in legal issues, particularly administrative actions against facilities. They also have substantial contact with the public, legislative offices, the media, provider organizations, advocacy groups, and a variety of professionals, e.g., attorneys, physicians, etc.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise proper judgment and properly manage resources could result in inappropriate licensing actions, which will subject the client population to risk of abuse, neglect, injury or death. It will also subject the Department to possible legal action for failure to close hazardous facilities, to legislative criticism, and to poor staff morale.

F. OTHER INFORMATION:

The APA is subject to fingerprint and background clearance by the Department of Justice and Federal Bureau of Investigation and the Conflict of Interest Reporting requirements. The APA should have a background in the licensing program, sensitivity to administrative issues and the understanding of how to use licensing resources. Traveling required Statewide.