

State of California - Department of Social Services

Current/Proposed

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Manager II

POSITION NUMBER:

800-373-4801-910

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

CCDD/Central Operations Branch

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

CDFSB/Child Development Fiscal Services Section C

SUPERVISOR'S NAME:

Michael McDonald

SUPERVISOR'S CLASS:

SSM III

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: 2

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

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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 Child Development Fiscal Services Bureau (CDFSB) Chief, Staff Services Manager III (SSM III), the Staff Services Manager II (SSM II) of the Child Development Fiscal Services Section C oversees functions associated with the apportionment of \$3 billion in state and federal funds to over 900 agencies for California's subsidized child care and development and CalWORKs programs. The SSM II is responsible for all aspects of fiscal program review and technical assistance. The SSM II directs staff in the development and maintenance of complex calculations and ensures compliance by the contractors of all applicable state and federal laws and regulations.

A. RESPONSIBILITIES OF POSITION:

25% The SSM II plans unit's activities and organizes and allocates available resources to accomplish CDSS goals and objectives in accordance with sound management principals. The incumbent anticipates upcoming operational and policy issues and ensures that identified issues are swiftly and efficiently addressed. Identifies need for additional program resources necessary for project development. The SSM II represents the department and ensures program objectives are met in developing strategies and processes to plan key functional areas.

25% The SSM II manages program sections through subordinate manager and staff responsible for Child Care and Development agency services functions on a day-to-day basis. This position directs the monitoring of local child care operations to ensure adherence to state and federal policies and procedures. The incumbent oversees the provision of technical assistance activities to local child care agencies. Administers activities associated with the fiscal expansion of child care programs. Through subordinate manager and staff, ensures the completion of Unit administrative activities, including personnel transactions, performance evaluations and staff training.

15% The SSM II oversees the review of, and, where applicable, approves regulations, legislation, and program performance criteria affecting the child care and development programs. The incumbent consults with executive management from departmental divisions and state and federal agencies in the development and/or implementation of new policies and procedures. The SSM II approves procedures necessary to implement new programs and related policy.

10% The SSM II develops and maintains effective working relationships with executive management of state and federal agencies, such as the Legislative Analyst's Office, Department of Finance (DOF), Department of Education, and the Administration of Children and Families, Southwest Region; divisions within the department; advocacy groups and associations, such as the California Alternative Payment Programs Association, the Child Care and Development Administrators Association, the Child Development Program Advisory Committee, and child care and development agencies. The incumbent resolves the more sensitive and complex fiscal issues with individual agencies, Child Care and Development Division, Office of Audit Services, and CDSS Management. The incumbent gains and maintains the confidence and cooperation of others as necessary to effectively accomplish departmental objectives. The SSM II represents the Department at child care community advocacy group meetings to share information.

10% The SSM II oversees contract processing activities including the approval of original child development contracts and amended contracts. This position approves the processing of amendments resulting from budgetary changes. The incumbent ensures that contract, encumbrance, and expenditure data is properly maintained in the appropriate databases, including the internal payment system and state-wide accounting system, FI\$Cal. The SSM II coordinates with other departmental divisions in providing mandated reporting and data related to child care budgets and expenditures.

10% The SSM II oversees the implementation of program initiatives necessary to improve the unit and division operation and child care and development agencies service delivery. The SSM II approves procedures and forms necessary to implement programs and related policy. The incumbent responds to requests from executive management of child care agencies regarding technical assistance and program operation in order to ensure compliance with applicable state and federal laws and regulations.

5% The SSM II apprises the Branch and Bureau Chiefs of project status, identifies potential issues, and makes recommendations regarding program management.

B. SUPERVISION RECEIVED:

The SSM II receives general direction from the Bureau Chief. The incumbent is required to display considerable independence, initiative and resourcefulness in carrying out his/her responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSM II will identify and resolve issues surrounding business process, communication, project management, and division-wide issues, as applicable.

D. PERSONAL CONTACTS:

The SSM II has frequent contact with departmental analysts and managers, including executive staff, regarding program and fiscal related issues, county welfare department staff regarding fiscal policy inquiries, federal agencies such as the Administration of Children and Families, Southwest Region, and other state and county agencies. Communication is both written and verbal and may involve information requests, resolution of problems, settlement negotiation, and clarification of policy from a program, fiscal and/or personnel perspective.

E. ACTIONS AND CONSEQUENCES:

Failure to develop adequate funding strategies for departmental programs could result in significant losses to the General Fund. Poorly designed and implemented programs could also result in the loss of federal funds. Failure to comply with federal funding requirements may place the department at risk of federal penalties, dis-allowances and loss of funding audit exceptions, and in some instances, of existing funds.

F. OTHER INFORMATION:

This position requires strong supervision, communication and interpersonal skills. The SSM II is the acknowledged program expert of the unit's and/or bureau's operations.