

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Governmental Program Analyst (County Liaison)

POSITION NUMBER:

880-5393-020 Proposed

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

CCLD/Children's Residential Program/RFA Program

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

Statewide Children's Residential Program Office

SUPERVISOR'S NAME:

Dora Hesla

SUPERVISOR'S CLASS:

Staff Services Manager I (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*)

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation. Travel 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.

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 children in community care facilities through the administration of an effective, collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the direction of a Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) county liaison will perform full journey level analytical duties, including written and verbal assignments regarding programs and policies related to the Resource Family Approval (RFA) program, and will function both independently and as a team leader/member. The county liaison will be responsible for regulatory guidance and technical assistance from a regional basis to ensure compliance and consistency with regulations and laws impacting the program. The liaison will conduct reviews of the county administered RFA program, and provide ongoing consultation to counties regarding clarification of applicable laws, regulations and policies, and will work with them to improve the quality and efficiency of the RFA program. The county liaison will closely collaborate and partner with the Technical Assistance and Oversight Unit in Child Family Services Division.

A. RESPONSIBILITIES OF POSITION:

30% Assist with conducting biennial on-site case file county reviews of the RFA program. Partner and provide technical assistance to counties to ensure compliance with the Written Directives, applicable laws, policies and procedures. Develop a report of findings, which identifies strengths, issues and barriers that counties may be having with the implementation of the RFA program, as well as any potential training needs, and make recommendations for improvement. Provide ongoing technical assistance and participate in follow-up training if necessary.

30% Review and analyze legal documents submitted by the counties to assist with possible administrative actions. Work with county staff and CDSS Regional Offices when applicable to ensure the evidence supports the action requested. Consult regularly with CDSS staff attorneys.

15% Provide ongoing consultation to counties regarding clarification of applicable laws, regulations, and policies. Provide guidance to counties regarding RFA implementation.

10% Meets with internal and external stakeholders, and other Bureaus and Divisions. Serves as a Departmental liaison, and participates in a wide variety of stakeholder and provider meetings, conferences, workshops, community outreach activities, etc., explaining and disseminating laws, regulations, policies, and procedures as related to RFA.

10% Regularly conduct Technical Assistance Resource Family Approval meetings with the counties. Provide updates and county training sessions as appropriate. Attend quarterly statewide county liaison meetings.

5% Other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA is supervised by a SSM I. The SSM I provides general direction to the AGPA. The AGPA as a journey level staff person who must be able to display considerable independence, initiative, and resourcefulness in carrying out duties.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AGPA has daily contact with multiple interdepartmental staff, county child welfare and probation agencies, and providers and the general public.

E. ACTIONS AND CONSEQUENCES:

The AGPA exercises 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, both verbal and written, and be able to work well with a variety of people. The AGPA must be able to work well under pressure. Knowledge of child welfare services programs, county child welfare and probation agencies, community organizations, and CDSS administrative and support services, children's services, and other related program is desirable. The AGPA must be able to travel statewide, and is subject to fingerprinting and a criminal records check by the Department of Justice and Federal Bureau of Investigation.