

State of California - Department of Social Services

Current/Proposed

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-373-5157-XXX

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

CCDD/Central Operations Branch

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

CDFSB/Child Development Fiscal Services Unit D

SUPERVISOR'S NAME:

Rami Chand

SUPERVISOR'S CLASS:

Staff Services Manager II

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.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

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.

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 California Department of Social Services (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 supervision of the Staff Services Manager II (SSM II) of the Child Development Fiscal Services Section B (CDFS) Section-B within the CDFS Bureau and working cooperatively with program units throughout the department, Staff Services Analyst (SSA) supports the development and implementation of fiscal policies and procedures, contributes to the refinement of apportionment methodologies, and assists in ensuring compliance with applicable regulations and funding requirements. The SSA performs the following duties:

A. RESPONSIBILITIES OF POSITION:

30% Under guidance, the SSA performs contract monitoring by reviewing and analyzing fiscal reports submitted by agencies, responding to telephone inquiries, writing reports, and making recommendations based on findings related to apportionments. Under guidance, the incumbent assists with determining monthly contractual apportionments for a caseload of contracts by calculating each agency's earnings projections using reported data in the Child Development Program Enrollment, Attendance, and Fiscal Reporting (CDPR) and CalWORKs Portal systems. The incumbent maintains payment information and related records for all contractors in the caseload, including projection calculations intended to ensure a flow of funds that corresponds to the amount the contractor will earn through the end of the contract period. The incumbent also works in tandem with the California Department of Social Services Office of Audit Services to determine non-Local Education Agency (LEA) final earnings.

20% Under guidance, the SSA engages in research and analysis to support the development of complex fiscal processes and procedures for the apportionment of funds for child care services used by eligible families receiving subsidized care. The incumbent develops issue papers on fiscal matters, prepares analyses of legislation impacting the program, and drafts written documentation related to various child development issues affecting the program.

20% Under guidance, the SSA provides technical assistance to the Child Care and Development Division (CCDD) contractors to ensure appropriate use of child development funds, accurate reporting and accounting procedures, understanding of under-earnings impacts, and strategies to maximize funding in adherence to the Education Code, Welfare and Institutions Code (WIC), Code of Federal Regulations, and Funding Terms and Conditions requirements. Support is delivered through conference calls, webinars, and on-site visits. The incumbent also develops technical fiscal materials for use in presentations at meetings and workshops held throughout the state.

10% Under guidance, the SSA travels to conduct field reviews, including but not limited to interviewing child care personnel, parents, and employers to verify child care eligibility and determine agency compliance. The incumbent interprets the WIC and other statutory regulations and provisions when evaluating agency compliance. The reports are provided to management, along with recommendations based on review findings regarding future contract status.

10% Under guidance, the SSA performs administrative duties by developing, implementing, and maintaining tracking systems to collect data on child care usage for CCDD programs, including conducting technical analysis and developing forms.

10% The SSA serves as a support team member in various subject matters; such as, Request for Application Accounts Receivable, Office of Administrative Hearings/Appeals, and other duties as required.

B. SUPERVISION RECEIVED:

The SSA works under the supervision of the SSM II of the CDFS Section-B in the CDFS Unit D and is expected to work independently.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA under guidance identifies and resolves issues surrounding business process, communication, project management, and division-wide issues, as applicable.

D. PERSONAL CONTACTS:

The SSA has recurrent telephone, email, video meetings, and occasional personal contact with counties and child care and development contractors and fiscal staff in addition to departmental and control agency staff. The SSA is expected to work collaboratively with internal program and fiscal partners, as well as other members of the unit and the division. The SSA serves as a support to peer analysts in the unit in the analyst capacity.

E. ACTIONS AND CONSEQUENCES:

The SSA is responsible for facilitating effective communication, collaborating in a team environment, and under guidance with assistance provide subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

The job requires overtime as necessary throughout the year.

G. Desirable Qualifications:

- Ability to establish workload priorities, organize materials and work well under pressure
- Ability to exercise initiative and flexibility
- Ability to work effectively both independently and cooperatively with others
- Ability to effectively communicate, both orally and in writing
- Ability to interact with individuals at all levels in a professional manner
- Knowledgeable of modern office methods and equipment, including personal computer, Microsoft Outlook, Word, Excel, and PowerPoint.