

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-811-5157-XXX

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

Care Provider Management Branch

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

Policy & Bus Ops Unit

SUPERVISOR'S NAME:

Kalah Brackett

SUPERVISOR'S CLASS:

Supervisor 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)*

The Analyst I is subject to fingerprinting and a criminal records check by the Department of Justice.

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.

N/A

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.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Care Provider Management Branch (CPMB) is to ensure and promote the health and safety of each person in community care. Through the Guardian Management System, we serve, aid, and protect the most vulnerable persons associated to our agencies and registries by processing background checks that meet all State and Federal mandates in an equitable manner.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst I performs work using a wide range of established and developed analytical skills and program knowledge to perform policy related functions and activities, such as but not limited to legislative, regulatory and policy analysis, development, implementation and evaluation. The Analyst I analyzes legislation, drafts regulatory language and evaluates programmatic impacts. The Analyst I works with other CCLD partners to ensure the CCLD Evaluator Manual is in compliance with all applicable laws and regulations.

A. RESPONSIBILITIES OF POSITION:**45% - Policy Assignments**

Assist in researching, developing, and revising policies and procedures related to the background check process. Review and analyze proposed legislation and prepare detailed bill analysis, implementation plans and other documentation related to legislative changes. Assist in developing and maintaining the relevant sections of California Code of Regulations. Partner with peers, management, and internal and external engaged partners on workgroups and policy related assignments.

40% - CCLD Evaluator Manual

Partner with internal business partners to ensure the CCLD evaluator manual is in compliance with current law and department policies/procedures. Develop regional office memos, provider information notices, budget change proposals, trailer bill language, and legislative proposals.

15% - CPMB Representative and Other Duties

Provide information for policy-related questions related to case processing. Participate in special projects and meetings focused on improving timeliness, completeness, and quality of case processing. Participate as an integral member of a team environment to accomplish work assignments, objectives, and goals. Provide expert testimony in legal or administrative proceedings related to policy or Public Records Act requests. Perform additional duties as assigned to support program needs and objectives.

B. SUPERVISION RECEIVED:

The Analyst I reports to and receives supervision from the Supervisor I. The Analyst I is expected to keep their respective supervisor proactively informed of progress and potential problem areas.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I is responsible for keeping their manager informed of tasks, challenges, and any barriers to completing assignments. They are also required to upkeep and submit timely and regular reports/spreadsheets to the Supervisor I, ensuring ongoing communication and transparency regarding their work.

D. PERSONAL CONTACTS:

The Analyst I has frequent contacts with staff throughout CCLD. The Analyst I also interacts with internal and external engaged partners, including public agencies and other governmental agencies. The SSA may serve as the team leader or serve as a representative or speaker on various interdepartmental or interagency task forces and committees.

E. ACTIONS AND CONSEQUENCES:

The Analyst I must demonstrate sound judgment and the ability to make critical decisions, as poor judgment or ineffective decision-making can significantly impact the California Department of Social Services' (CDSS) mission to serve, aid, and protect vulnerable children and adults. Insufficient research or failure to thoroughly analyze information may compromise investigations, jeopardize client safety, and undermine the integrity of community care facilities. This position involves access to highly confidential and sensitive information, requiring strict adherence to confidentiality standards. Failure to protect PII or perform the duties and responsibilities effectively could lead to violations of laws, regulations, and codes governing community care licensing, ultimately endangering the well-being of those the department is committed to safeguarding.

F. OTHER INFORMATION:

The Analyst I position requires adaptability to a hybrid work schedule, with potential adjustments based on business needs. The Analyst I must exhibit professionalism, flexibility, sound judgment, and effective decision-making while researching, interpreting, and applying laws and regulations related to background checks.

Key responsibilities include efficiently managing time and resources, approaching problems with creativity, multitasking effectively, and collaborating with team members to deliver excellent service. Treating others with fairly, respectfully, and with integrity is essential. The Analyst I must be able to prioritize tasks, meet deadlines, and operate computer systems to complete assignments with accuracy and efficiency.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-811-5393-XXX

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

Care Provider Management Branch

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

Policy & Bus Ops Unit

SUPERVISOR'S NAME:

Kalah Brackett

SUPERVISOR'S CLASS:

Supervisor 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)*

The Analyst II is subject to fingerprinting and a criminal records check by the Department of Justice.
Supervision 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.

N/A

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.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Care Provider Management Branch (CPMB) is to ensure and promote the health and safety of each person in community care. Through the Guardian Management System, we serve, aid, and protect the most vulnerable persons associated to our agencies and registries by processing background checks that meet all State and Federal mandates in an equitable manner.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II performs full journey level work using a wide range of established and developed analytical skills and program knowledge to perform policy related functions and activities, such as but not limited to legislative, regulatory and policy analysis, development, implementation and evaluation. The Analyst II independently analyzes legislation, drafts regulatory language and evaluates programmatic impacts. The Analyst II works with other CCLD partners to ensure the CCLD Evaluator Manual is in compliance with all applicable laws and regulations.

A. RESPONSIBILITIES OF POSITION:**45% - Policy Assignments**

Independently research, develop, and revise policies and procedures related to the background check process. Review and analyze proposed legislation and prepare detailed bill analysis, implementation plans and other documentation related to legislative changes. Independently develop and maintain the relevant sections of California Code of Regulations. Collaborate with peers, management, and internal and external engaged partners on work groups and policy related assignments.

40% - CCLD Evaluator Manual

Independently collaborate with internal business partners to ensure the CCLD evaluator manual is in compliance with current law and department policies/procedures. Develop regional office memos, provider information notices, budget change proposals, trailer bill language, and legislative proposals.

15% - CPMB Representative and Other Duties

Act as a subject matter expert for policy-related questions related to case processing. Participate in special projects and meetings focused on improving timeliness, completeness, and quality of case processing. Participate as an integral member of a team environment to accomplish work assignments, objectives, and goals. Provide expert testimony in legal or administrative proceedings related to policy or Public Records Act requests. Provide guidance to Analyst I's. Perform additional duties as assigned to support program needs and objectives.

B. SUPERVISION RECEIVED:

The Analyst II reports to and receives supervision from the Supervisor I. The Analyst II is expected to keep their respective supervisor proactively informed of progress and potential problem areas.

C. ADMINISTRATIVE RESPONSIBILITY:

Analyst II is responsible for keeping their manager informed of tasks, challenges, and any barriers to completing assignments. They are also required to upkeep and submit timely and regular reports/spreadsheets to the Supervisor I, ensuring ongoing communication and transparency regarding their work.

D. PERSONAL CONTACTS:

The Analyst II has frequent contacts with staff throughout CCLD. The Analyst II also interacts with internal and external engaged partners, including public agencies and other governmental agencies. The Analyst II may serve as the team leader or serve as a representative or speaker on various interdepartmental or interagency task forces and committees.

E. ACTIONS AND CONSEQUENCES:

The Analyst II must demonstrate sound judgment and the ability to make critical decisions, as poor judgment or ineffective decision-making can significantly impact the California Department of Social Services' (CDSS) mission to serve, aid, and protect vulnerable children and adults. Insufficient research or failure to thoroughly analyze information may compromise investigations, jeopardize client safety, and undermine the integrity of community care facilities. This position involves access to highly confidential and sensitive information, requiring strict adherence to confidentiality standards. Failure to protect PII or perform the duties and responsibilities effectively could lead to violations of laws, regulations, and codes governing community care licensing, ultimately endangering the well-being of those the department is committed to safeguarding.

F. OTHER INFORMATION:

The Analyst II position requires adaptability to a hybrid work schedule, with potential adjustments based on business needs. The Analyst II must exhibit professionalism, flexibility, sound judgment, and effective decision-making while researching, interpreting, and applying laws and regulations related to background checks.

Key responsibilities include efficiently managing time and resources, approaching problems with creativity, multitasking effectively, and collaborating with team members to deliver excellent service. Treating others with fairly, respectfully, and with integrity is essential. The Analyst II must be able to prioritize tasks, meet deadlines, and operate computer systems to complete assignments with accuracy and efficiency.