

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-021-4800-910

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

Office of Equity, Immigrant Integration Branch

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

Refugee Programs Bureau/ Special Projects Funding Unit

SUPERVISOR'S NAME:

Brian Tam

SUPERVISOR'S CLASS:

Supervisor 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.

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.

4

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:

The Immigrant Integration Branch oversees initiatives that support the integration of immigrants in California. The Refugee Programs Bureau (RPB) supports and oversees the provision of social services to refugees and other immigrant populations and provides leadership and coordination of refugee programs and services to achieve successful refugee resettlement, self-sufficiency, and integration into communities in California. The RPB Operations Section supports all of the bureau's operations and oversees the data, funding, research, and automation efforts of RPB. The Special Projects Funding Unit provides fiscal oversight and contracting responsibility for state and federal program funding for special refugee populations.

---

**CONCEPT OF POSITION:**

Under the direction of the Section Chief (Manager II), the Special Projects Funding Unit Manager (Supervisor I) manages staff who oversee state and federal program funding for special refugee populations. This includes managing fund sources that are long and short-term, targeted to address an immediate need, such as housing and emergent Afghan resettlement, and/or supplemental to base funding in the program. The Supervisor I is responsible for developing new allocation and funding methodologies, using internal and external data sources as the basis for funding allocations.

**A. RESPONSIBILITIES OF POSITION:**

**40% Supervision:** Provides supervision of unit staff, which includes the planning and development of unit goals, priorities, and assignments; development of staff work plans; provide written and other guidance/training on program requirements and completing assignments, as well as the provision of other resources; establishment of appropriate due dates and standards of quality for work products; provide feedback on performance to staff on a regular basis; assessment of staff training needs; and completion of staff performance evaluations, etc. Recruits and selects staff; fosters staff development; evaluates staff performance; and takes disciplinary action as necessary.

**30% Contract and Grant Processing:** Provides supervision of unit staff to manage all special funding, including targeted and supplemental funding awarded through the federal Office of Refugee Resettlement or state budget appropriation; eligible populations contracting and grant processes, including procurement; and county and/or grantee performance management, and invoicing and approval of payments for accounting. Provides supervision of unit staff on the administration of grant and fund sources; tracking program expenditures; and ensuring that counties and contracted service providers deliver appropriate and allowable services, including case management and direct services to participants. Collaborate with internal stakeholders to negotiate, track and amend grant and contracts, and perform other related duties to support timely allocations, grant and contract development and amendments. Develop internal procedures to support allocations and grant/ contract management and improve processes.

**15% Technical Assistance and Program Monitoring Support:** Participates and supervises staff in providing technical assistance and assisting with program monitoring and evaluation to ensure adherence to funding and contract requirements. Technical assistance and funding/program monitoring will be completed remotely and on-site, which may require overnight travel.

**10% Budget and Work Plans:** Provides direct oversight to staff in the preparation and analysis of the local assistance budget for all refugee program funding. Assist in reviewing budget proposals and work plans and making final award recommendations to upper management. Track and analyze federal and state legislation and make funding recommendations

**5% Support Section Chief:** Assists the Section Chief in the performance of administrative responsibilities, such as the development of work plans, data collection, and program drills/requests. Acts on behalf of the Section Chief, as needed.

---

B. SUPERVISION RECEIVED:

The Supervisor I receives general direction from a Supervisor II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I assists in the performance of administrative responsibilities, such as Bureau business and strategic plans and Bureau accomplishments and priority documents.

D. PERSONAL CONTACTS:

These duties require the incumbent to come into contact with personnel at county, state, and federal government levels and with the service provider community. It is important that the incumbent has a sound understanding of the Department's policies and priorities and is able to exercise good judgment.

E. ACTIONS AND CONSEQUENCES:

Failure to adequately supervise staff could result in poor program operations and delivery of services and federal audit exceptions.

F. OTHER INFORMATION:

Ideal candidates are resourceful, communicate clearly, and apply a solutions-oriented and a collaborative perspective. Knowledge of and experience working in related fields such as refugee resettlement, human trafficking, and county social services programs is highly desirable. Proficiency in Microsoft Suite applications and various virtual platforms such as Microsoft Teams and Zoom, along with excellent writing and communication skills are essential. The Supervisor I may be required to travel ten percent of the time to provide technical assistance, conduct reviews, and conduct other funding-related activities. Activities involving travel will take into account health and safety guidelines related to COVID-19 restrictions. Opportunities to telework are available.