

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

**Analyst II**

POSITION NUMBER:

**291-5393-719**DIVISION/BRANCH/REGION: (*UNDERLINE ALL THAT APPLY*)

Family Engagement &amp; Empowerment Division/ Child and Adult Care Food Programs Branch

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

Program Administration Bureau/ Program Operations and Policy Section/ Procurement Oversight and Policy Unit

SUPERVISOR'S NAME:

**Jenny Batara**

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*)

Work may require up to 10% travel.

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:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The Child and Adult Care Food Program (CACFP) is a federal and state-funded program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in daycare facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Under the general direction of the Program Administration Bureau Chief, the Program Operations and Policy Section of the CACFP Branch provides direction and leadership for the program administration and support teams for the CACFP. These groups are charged with supporting CACFP participants' successful operation of the CACFP, and developing and implementing statewide program policies.

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**CONCEPT OF POSITION:**

Under the direction of the Supervisor I in the Procurement Oversight and Policy Unit (POPU) of the Program Administration Bureau, the Analyst II provides expertise in procurement requirements, program oversight, technical assistance (TA), and training to internal and external stakeholders. This includes coordinating TA calls for expiring and onboarding contracts, collaborating on policy development, maintaining procedures, preparing and reviewing solicitation and contract templates, and contributing to training, projects, and workgroups that support our diverse communities.

**A. RESPONSIBILITIES OF POSITION:**

**40% Procurement Reviews:** Independently conducts procurement reviews for CACFP operators by managing an annual caseload. Performs review activities in alignment with U.S. Department of Agriculture (USDA) laws, regulations, and policies. Provides technical assistance to CACFP operators to ensure their procurements meet federal and state requirements. Evaluate and communicate recommendations to management and program operators, including non-English-speaking and culturally diverse stakeholders, to promote understanding and compliance of procurement requirements.

**30% Policy Development and Implementation:** Independently develops and implements strategies to carry out state and federal CACFP procurement policies, processes, and procedures. Collaborates with units and bureaus within the CACFP Branch, the California Department of Social Services, USDA, and other state agencies on procurement-related guidance and activities. Identifies and analyzes procurement-related issues, anticipates potential problems, and proposes alternative solutions for management consideration. Develops formal policy guidance, web resources, and legislative proposals to ensure compliance with federal and state mandates. Provides thorough and well-supported analysis to inform decision-making and contributes to long-term strategies that strengthen program integrity, operational efficiency, and inclusive practices.

**20% Program and Administrative Support:** Applies project management principles in the development of solicitations, contract prototypes, web pages, CACFP bulletins, webinars, oversight procedures, and related internal materials. Reviews policy directives and prepares accurate analyses of federal regulations, the California Education Code, the California Public Contract Code, the California Government Code, and other applicable laws and rules. Develops and updates operational tools, including guidance documents, staff resources, checklists, job aids, and research projects, ensuring content is consistent with CDSS and CACFP Branch policies and accessible to diverse audiences. Prepare detailed reports requested by management to support oversight and compliance. Participates in or leads structured work groups and special projects, contributes to staff meetings, and keeps supervisors informed of workload status, project progress, and critical issues. Maintains up-to-date knowledge of procurement policies, legislation, and best practices that advance equity and inclusion.

**10% Representation and Outreach:** Represents the CACFP Branch at CDSS and professional meetings and conferences, engaging with USDA staff, legal counsel, program directors, advocacy groups, cross-unit workgroups, and other state agency staff. Prepares and delivers presentations, communicates program information, and builds collaborative relationships with internal and external stakeholders, ensuring diverse perspectives are included in discussions that advance program objectives and promote equitable implementation of procurement requirements.

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B. SUPERVISION RECEIVED:

The Analyst II receives direction from and reports directly to the Supervisor I and may act as the lead analyst.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with CACFP operators, internal and external stakeholders, departmental staff, federal and state agencies, local government representatives, advocacy groups, community organizations, and appeals hearings staff.

E. ACTIONS AND CONSEQUENCES:

The Analyst II recommends training for staff to strengthen operations and support, and provides recommendations on procurement policy, which is essential to the continuity of operations and equitable services in the CACFP program. The Analyst II delivers ongoing support and accurate TA to CACFP operators. Therefore, sound judgment and proficient knowledge are critical to fulfilling the responsibility of evaluating and maximizing the effectiveness of work processes. Failure to exercise good judgment could result in misspent program funds, litigation against the department, or the denial of equitable services to CACFP recipients.

F. OTHER INFORMATION:

This Analyst II must have good interpersonal communication skills, ability to work well under pressure, and adapt to changing priorities and work environment. The Analyst II is required to utilize initiative and resourcefulness in completing assignments, and maintain familiarity with program updates, regulations and regulations and the ability to provide accurate TA support, as feasible/needed.

## State of California - Department of Social Services

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**Analyst I**

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

Program Administration Bureau/ Program Operations and Policy Section/ Procurement Oversight and Policy Unit

SUPERVISOR'S NAME:

**Jenny Batara**

SUPERVISOR'S CLASS:

**Supervisor I**SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

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| Team Leader

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## CONCEPT OF POSITION:

Under the direction of the Supervisor I in the Procurement Oversight and Policy Unit (POPU) of the Program Administration Bureau, the Analyst I provides expertise in procurement requirements, program oversight, technical assistance (TA), and training to internal and external stakeholders. This includes coordinating TA calls for expiring and onboarding contracts, collaborating on policy development, maintaining procedures, preparing and reviewing solicitation and contract templates, and contributing to training, projects, and workgroups that support our diverse communities.

### A. RESPONSIBILITIES OF POSITION:

**30% Procurement Reviews:** Support the POPU team on conducting procurement reviews for CACFP operators by managing an annual caseload. Assist with performing review activities in alignment with U.S. Department of Agriculture (USDA) laws, regulations, and policies. Assist with providing technical assistance to CACFP operators to ensure their procurements meet federal and state requirements. Support the POPU team to evaluate and communicate recommendations to management and program operators, including non-English-speaking and culturally diverse stakeholders, to promote understanding and compliance of procurement requirements.

**25% Policy Development and Implementation:** Assist with developing and implementing strategies to carry out state and federal CACFP procurement policies, processes, and procedures. Support the POPU team to collaborate with units and bureaus within the CACFP Branch, the California Department of Social Services, USDA, and other state agencies on procurement-related guidance and activities. Work with the POPU team to identify and analyze procurement-related issues, anticipates potential problems, and proposes alternative solutions for management consideration. Assist with developing formal policy guidance, web resources, and legislative proposals to ensure compliance with federal and state mandates. Assist with providing thorough and well-supported analysis to inform decision-making and contributes to long-term strategies that strengthen program integrity, operational efficiency, and inclusive practices.

**25% Program and Administrative Support:** Assist with applying project management principles in the development of solicitations, contract prototypes, web pages, CACFP bulletins, webinars, oversight procedures, and related internal materials. Support the POPU team with reviewing policy directives and prepares accurate analyses of federal regulations, the California Education Code, the California Public Contract Code, the California Government Code, and other applicable laws and rules. Assist with developing and updating operational tools, including guidance documents, staff resources, checklists, job aids, and research projects, ensuring content is consistent with CDSS and CACFP Branch policies and accessible to diverse audiences. Prepare detailed reports requested by management to support oversight and compliance. Participates in or assists with structured work groups and special projects, contributes to staff meetings, and keeps supervisors informed of workload status, project progress, and critical issues. Maintains up-to-date knowledge of procurement policies, legislation, and best practices that advance equity and inclusion.

**20% Representation and Outreach:** Represents the CACFP Branch at CDSS and professional meetings and conferences, engaging with USDA staff, legal counsel, program directors, advocacy groups, cross-unit workgroups, and other state agency staff. Assists with preparing and delivering presentations, communicating program information, and building collaborative relationships with internal and external stakeholders, ensuring diverse perspectives are included in discussions that advance program objectives and promote equitable implementation of procurement requirements.

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B. SUPERVISION RECEIVED:

The Analyst I receives direct supervision from and reports directly to the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The Analyst I will have contact with CACFP operators, internal and external stakeholders, departmental staff, federal and state agencies, local government representatives, advocacy groups, community organizations, and appeals hearings staff.

E. ACTIONS AND CONSEQUENCES:

The Analyst I may assist in making recommendations regarding training for staff to strengthen operations and support, and assist with providing recommendations on procurement policy, which is essential to the continuity of operations and equitable services in the CACFP program. The Analyst I delivers ongoing support and accurate TA to CACFP operators. Therefore, sound judgment and proficient knowledge are critical to fulfilling the responsibility of evaluating and maximizing the effectiveness of work processes. Failure to exercise good judgment could result in misspent program funds, litigation against the department, or the denial of equitable services to CACFP recipients.

F. OTHER INFORMATION:

This Analyst I must have good interpersonal communication skills, ability to work well under pressure, and adapt to changing priorities and work environment. The Analyst I is required to utilize initiative and resourcefulness in completing assignments, and maintain familiarity with program updates, regulations and regulations and the ability to provide accurate TA support, as feasible/needed.