

## State of California - Department of Social Services

## DUTY STATEMENT

EMPLOYEE NAME:

**VACANT**

CLASSIFICATION:

**Analyst II**

POSITION NUMBER:

**860-5393-483**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*Community Care Licensing DivisionBUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*Child Care Program Office - Training Unit

SUPERVISOR'S NAME:

Lorita Noubarentz

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)*

Fingerprint clearance required from DOJ/FBI. This position requires lifting and carrying up to 25 pounds.

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 each person in community care through the administration of an effective, collaborative regulatory enforcement system.

The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

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## **CONCEPT OF POSITION:**

Under the general direction of the Training Unit Supervisor I the Analyst II is responsible for the development and implementation of the Annual Training Plan, which ensures compliance with requirements mandated by California Child Day Care Facilities Act, and Title 22 of the California Code of Regulations, applicable Health and Safety codes, and other operational needs of the CCLP. The Analyst II is responsible for the development and implementation of training projects and assignments related to the subject matter necessary for essential job functions, staff professional development and learning, and the Program's needs.

The Analyst II will perform complex analytical and training duties in the CCLP. The Analyst II may function independently, within a team, or as a team leader to provide collaborative, cross-functional training to CCLP, CDSS Programs, CDSS Divisions, and other internal and external stakeholders. Strong writing and public speaking skills are required.

### **A. RESPONSIBILITIES OF POSITION:**

45% The Analyst II identifies the Program's training needs in collaboration with internal and external partners related to the child care workforce. The identification of training needs is achieved through assessment surveys, research, understanding established policies and procedures related to training, and technical support for licensing staff to promote continuous quality improvement. The Analyst II collaborates and provides ongoing training to child care licensing staff, internal Department and Division staff, and external partners on early childhood education and development and other matters. The Analyst II applies techniques for leading discussions, stimulates engagement of trainees, activates the process of sharing experiences, and incorporates California State and federal resources for the field staff to use as community resources to the child care community for professional development in the child care field. The Analyst II designs training modules, develops learning materials that consider equity and diversity, and facilitates identified training using principles of adult learning theory to accommodate the audience's needs. The Analyst II position will design training manuals and learning materials that embed equity, diversity, and inclusion principles into training content. All training developed and delivered should align with the latest research, standards for the early learning and child care sector, in addition to regulatory administration. The Analyst II will provide ongoing contract monitoring duties as needed. The Analyst II adheres to mandated training for staff while conceptualizing training materials based on analysis of tracked and compiled data, current research, and child development trends to ensure continued growth within the Community Care Licensing Child Care Program. The Analyst II communicates training needs in the effort to develop and monitor the Annual CCLP Training Plan.

20% Plan, coordinate, schedule, and organize the materials, equipment, digital mediums resources for training staff in Regional Child Care Offices statewide, coordinate connectivity of on-site conference rooms, set-up and take-down of tables, chairs, easels, DVDs, monitors, and other equipment, as needed.

20% Administer and monitor the Training Tracking Database entries and extract data for analysis and ad hoc management reports; process Training Activity Requests and monitor training allocations and expenditures; maintain a library of training materials and make them available upon request.

10% Provide consultation services to CCLP, Regional Managers, and others regarding mandated job-required, elective, and discretionary training. The Analyst II serves as a liaison between CCLP, the Division's Central Training Section, the Workforce Development Bureau, and other training agencies, and serve as the lead in the delivery of cross-sector training. The Analyst II works with contracted University staff responsible for Child Development training to ensure mandated requirements and incorporate California State and federal resources for the field staff to use as community resources.

5% Other special projects as required by management, such as but not limited to, providing training modules for programs; Represent the Program on special task groups on subjects related to the improvement of the Program or Division; provide technical assistance to Regional Child Care Offices regarding training and support to ensure statewide consistency.

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**B. SUPERVISION RECEIVED:**

The Analyst II receives direct supervision from the Supervisor I of the Training Unit.

**C. ADMINISTRATIVE RESPONSIBILITY:**

None.

**D. PERSONAL CONTACTS:**

The CCLP Analyst II has frequent contact with CCLP management and staff, Regional Office management and staff, the Division's Training Section, the Department's Workforce Development Bureau, other divisions within the CDSS, as well as various training agencies in order to meet the guidelines outlined in Health and Safety Code 1596.87.

**E. ACTIONS AND CONSEQUENCES:**

The Analyst II must exercise tact and good judgment, display initiative and resourcefulness in carrying out responsibilities, have excellent interpersonal and communication skills, be open-minded, utilize a variety of analytical techniques to recommend solutions to complex problems for management approval, flexible and demonstrate and ability to act independently to ensure that training is presented in a professional manner and provided in a non-threatening environment. The Analyst II must be able to deal with sensitive situations, and must keep current on regulatory/policy changes, training resources and new technology.

**F. OTHER INFORMATION:**

Must be able to adapt to changes of priorities based on operational needs. Must be proficient with operating a computer and have knowledge and experience with various Microsoft Office applications – Word, PowerPoint, SharePoint, Excel, Outlook, etc., based on operational needs.

The Analyst II is required to travel to provide training to CCLP staff statewide and is subject to fingerprinting and criminal records check by the Department of Justice.

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EMPLOYEE NAME:

**Vacant**

CLASSIFICATION:

**Analyst I**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*Community Care Licensing Division

SUPERVISOR'S NAME:

**Lorita Noubarentz**

POSITION NUMBER:

**860-5157-483**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*CCL-Child Care Program Office - Training Unit

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)*

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Other *(Explain below)*

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SUPERVISION EXERCISED *(Check one):* None Supervisor Lead Person Team Leader

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## MISSION OF ORGANIZATIONAL UNIT:

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The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

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**CONCEPT OF POSITION:**

Under the general direction of the Training Unit Supervisor I, the Analyst I is responsible for assisting in the development and implementation of the annual training plan for the Program which ensures compliance with requirements mandated by law as well as the needs of the Program.

**A. RESPONSIBILITIES OF POSITION:**

45% Works closely with management to track Program training needs. In conjunction with the Quality Assurance Unit and CCP Systems Review Team track modules and assessment surveys. They will track, research, and assist in delivering identified training to 21 Child Care Regional Offices and two contract counties to ensure continued growth within Community Care Licensing and to adhere to mandated training for staff. Develop and interpret needs and will monitor annual CCP Training Plan. Work closely with the Central Training staff to support ongoing training needs in the field and within the program. Traveling required as needed to provide training to CCP staff statewide.

35% Will assist Regional Office and Program with the training needs and organize the materials, equipment, human and electronic resources for training staff in regional child care offices statewide as well as contract county staff; coordinate connectivity of on-site conference rooms, set-up and take-down of tables, chairs, easels, DVDs/monitors, and other equipment, as needed. Traveling required as needed.

10% Will progressively work to administer and monitor the Training Tracking Database entries and extract data for analysis and ad hoc management reports; process Training Activity Requests, and monitor training allocations and expenditures; maintain library of training materials and make them available upon request. Makes recommendations to improve staff training.

5% With direction from the Unit Manager will monitor and consult with CCP and Regional Managers regarding mandated, job-required, elective, and discretionary training; serve as liaison between CCP, the Division's Central Training Section, Department Staff Development Office, and other training agencies; work with contracted University staff responsible for Child Development training to ensure mandated requirements as well as the staff needs are met.

5% Other special projects as required by management such as but not limited to assisting with training modules for programs such as Race to the Top; provide technical assistance to 18 Regional Offices regarding training and support to ensure statewide consistency.

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**B. SUPERVISION RECEIVED:**

The Analyst I receives direct supervision from the Supervisor I of the Training Unit. The incumbent is required to display considerable independence, initiative, and resourcefulness in carrying out responsibilities.

**C. ADMINISTRATIVE RESPONSIBILITY:**

None.

**D. PERSONAL CONTACTS:**

The Analyst I has frequent contact with CCP management and staff, Regional Office management and staff, the Division's Training Section, the Department's Staff Development Office, other divisions within the CDSS, as well as various training agencies.

**E. ACTIONS AND CONSEQUENCES:**

The Analyst I must exercise tact and good judgment, have excellent interpersonal and communication skills, be open-minded and flexible and demonstrate an ability to act independently to ensure that training is presented in a professional manner and provided in a non-threatening environment. The Analyst I must be able to deal with sensitive situations and keep current on regulations/policy changes, training resources and new technology.

**F. OTHER INFORMATION:**

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