

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-291-4800-501

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

FEED/CACFP Branch

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

PAB/POPS/POPU 2

SUPERVISOR'S NAME:

Sean Hardin

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)

The position requires 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.

The Program Operations and Policy Unit (POPU) 2 Supervisor I directly supervises and evaluates the performance of five Analyst IIs and one Analyst I.

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 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 Manager I, 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 II over the Program Operations and Policy Section in the CACFP Branch, the Supervisor I manages POPU 2. Responsibilities include providing leadership, direction, and supervision to POPU 2 staff in performing the following functions: delivering technical assistance (TA) to CACFP Operators regarding policy and local-level program administration in compliance with applicable federal and state statutes and regulations; and ensuring that CACFP Operators update their contracts with the State of California in a timely and accurate manner.

**A. RESPONSIBILITIES OF POSITION:****35% Leadership and Staff Supervision:**

Directly supervise staff responsible for CACFP policy development and program implementation. Plan, assign, and delegate ongoing and special project work based on duty statements, workload analysis, and program priorities; direct daily operations; and review work products for accuracy, completeness, and compliance. Provide ongoing performance feedback, conduct annual performance evaluations that identify professional development goals, and apply progressive supervision and corrective action when necessary. Prepare and update staff duty statements and performance expectations; approve travel and leave; assess training needs; conduct or approve training to ensure staff maintain working knowledge of applicable federal and state laws and regulations. Recognize staff achievements through formal and informal methods. Lead the planning and development of unit and staff goals, priorities, and daily work activities to ensure timely and equitable distribution of assignments and effective program delivery.

**25% Policy and Training Development and Implementation:**

Lead the interpretation and integration of applicable federal and state laws, regulations, and guidance governing the CACFP. Direct the formulation and implementation of unit-level strategies to carry out CACFP policies, programs, and priorities; coordinate with the U.S. Department of Agriculture (USDA); consult with other units and divisions within the California Department of Social Services; and support consistent program administration. Identify and resolve policy issues; develop and implement policy; recommend and obtain management approval for major implementation procedures; and direct unit-level program tasks. Independently make routine program decisions, anticipate risks, propose alternative solutions, and recommend programmatic or legislative changes through appropriate management channels. Oversee training development and deliver training to large and diverse audiences to support consistent implementation of approved policy.

**20% Work Products:**

Direct and oversee the development of CACFP-related work products, including CACFP bulletins and announcements, legislative bill analyses, policy directives, regulatory interpretations, implementation guidance, mandatory trainings, application and annual update documents, grant awards, and research projects. Establish scope, priorities, timelines, and deliverables; review drafts for accuracy and policy consistency; and obtain managerial approval for final products. Collaborate with advocacy organizations and other state agencies on outreach strategies to increase CACFP participation and ensure materials reflect approved program requirements.

**15% Branch Leadership, Collaboration, and Representation:**

Actively participate in CACFP Branch leadership activities to support effective program administration and a positive organizational culture. Contribute to a workplace environment that promotes psychological safety, collaboration, equity, and inclusion. Collaborate with staff and managers across the Branch on branch-wide initiatives and cross-unit priorities. Communicate unit-level successes, risks, and operational barriers to Branch leadership and represent the CACFP Branch with program operators, oversight entities, advocacy organizations, and other CDSS staff.

5% Performs other duties as appropriate for the Supervisor I classification.

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B. SUPERVISION RECEIVED:

The Supervisor I operates with a significant degree of independence in the day-to-day performance of duties, while keeping the Supervisor II appropriately informed of assignment status, emerging issues, and potential legal, partner, or contractual concerns. The Supervisor I is expected to demonstrate sound judgment regarding when to seek supervisory direction and when independent decision-making is appropriate.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for all management functions of the unit, including staffing activities, performance management, and the development, maintenance, and effective implementation of guidelines that support accurate assessment, compliance review, and timely notification of findings. These responsibilities ensure the consistent and effective application of policies and procedures that govern program integrity and continuous improvement practices.

D. PERSONAL CONTACTS:

CACFP Operators, representatives from the USDA, other federal, state, and local governmental agencies, and legal staff.

E. ACTIONS AND CONSEQUENCES:

Actions taken by the Supervisor I directly affect program compliance, fiscal integrity, and participant access to program benefits. Errors or delays in oversight, guidance, or communication may result in misspent program funds, noncompliance with federal requirements, legal exposure to the Department, or adverse impacts to CACFP participants and program operators.

F. OTHER INFORMATION:

The Supervisor I must be flexible and demonstrate excellent judgment, interpersonal skills, and leadership and team-building skills, as well as the ability to interact with high-level officials and program partners. The Supervisor I must also possess excellent verbal and written communication skills and the ability to work well under pressure, use initiative and resourcefulness, and ensure the timely completion of staff assignments.