

## State of California - Department of Social Services

## DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-373-5393-711

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

CCDD/Central Operations Branch

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

Child Development Fiscal Services Unit C

SUPERVISOR'S NAME:

Terra Kleiser

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 job requires overtime as necessary throughout the year.

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 Child Care and Development Division (CCDD) is to build, strengthen and maintain an equitable, comprehensive, quality and affordable child care and development system for the children and families in our state; to integrate child care with other Department programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

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**CONCEPT OF POSITION:**

Under the direction of the Supervisor I in the Child Development Fiscal Services (CDFS) Unit C within the Child Development Fiscal Services (CDFS) Section B, and working cooperatively with program units throughout the department, the Analyst II supports the development and implementation of fiscal policies and procedures, contributes to the refinement of apportionment methodologies, and assists in ensuring compliance with applicable regulations and funding requirements. The Analyst II performs the following duties:

**A. RESPONSIBILITIES OF POSITION:**

30% The Analyst II will independently review and analyze fiscal reports submitted by agencies to monitor performance in relation to contract earnings for all programs. The Analyst II identifies and addresses unusual trends in service earnings and expenditure patterns and advises agency management and fiscal staff of payment status via telephone or email correspondence. The incumbent will determine monthly contractual apportionments for a caseload of up to 100 contracts by calculating each agency's earnings projections using reported data in the Child Development Program Enrollment, Attendance, and Fiscal Reporting (CDPR) and CalWORKs Portal systems. The incumbent will maintain payment information and related records for all contractors in the caseload, with minimal guidance, including projection calculations designed to ensure a flow of funds that corresponds to the amount the contractor will actually earn through the end of the contract period. The incumbent also works in tandem with the California Department of Social Services Office of Audit Services to determine non-Local Education Agency (LEA) final earnings.

20% As a lead, the incumbent develops complex fiscal processes and procedures for the apportionment of funds for child care services used by eligible families receiving subsidized care. The incumbent also develops issue papers on fiscal matters and prepares analyses of legislation impacting the program.

20% The Analyst II will independently develop technical fiscal materials displaying complex calculations based on funding limitations and requirements under state and federal regulations to determine apportionments. These materials are used for presentations at meetings and workshops held virtually and in person throughout the state. Through conference calls, webinars, and on-site visits, the incumbent provides technical assistance to CCDD contractors to ensure appropriate use of child development funds, accurate reporting and accounting procedures, understanding of under-earnings impacts, and strategies to maximize funding in compliance with the Education Code, Welfare and Institutions Code (WIC), Code of Federal Regulations, and Funding Terms and Conditions.

10% The Analyst II will independently conduct fiscal monitoring reviews of contractor administrative policies and procedures, equipment inventory, subcontractor agreements, cost allocation plans, fiscal accountability records, and internal financial records to support the reporting of financial data. Reviews may also include interviewing child care personnel, parents, and employers to verify child care eligibility and determine agency compliance. As lead, the incumbent interprets and clarifies the Education Code, WIC, Code of Federal Regulations, Funding Terms and Conditions, and other statutory provisions when evaluating agency compliance. Reports are provided to management with recommendations based on review findings regarding future contract status.

10% The Analyst II will independently develop, implement, and maintain tracking systems to collect data on child care usage for CCDD programs, including conducting technical analysis and developing forms. The incumbent will perform other duties as required.

10% The Analyst II will independently serve as lead and team member in various subject matters; Request for Application, Accounts Receivable, Office of Administrative Hearings/Appeals, and other duties as required.

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**B. SUPERVISION RECEIVED:**

The Analyst II works under direction of the Supervisor I in the CDFS Unit C and is expected to work independently. Receives minimal direction from the Supervisor I.

**C. ADMINISTRATIVE RESPONSIBILITY:**

None.

**D. PERSONAL CONTACTS:**

The Analyst II has recurrent telephone, email and occasional personal contact with county management and fiscal staff in addition to departmental and control agency staff. The Analyst II is expected to work collaboratively with internal program and fiscal partners, as well as other members of the unit and the bureau. The Analyst II serves as a lead to peer analysts in the unit in the Analyst capacity.

**E. ACTIONS AND CONSEQUENCES:**

The Analyst II makes decisions affecting the administrative aspects of the CCDD, and exercises sound judgment in all phases of statistical analyses. Personnel transactions are to be handled timely to support managers recruitment efforts and to track division positions to ensure positions are maintained to support the work of the division. The ability to communicate effectively with staff in other divisions is critical to ensuring cooperative working relationships within the department.

**F. OTHER INFORMATION:**

Desirable Qualifications:

- Ability to establish workload priorities, organize materials and work well under pressure
- Ability to exercise initiative and flexibility
- Ability to work effectively both independently and cooperatively with others
- Ability to effectively communicate, both orally and in writing
- Ability to interact with individuals at all levels in a professional manner
- Knowledgeable of modern office methods and equipment, including personal computer, Microsoft Outlook, Word, Excel, and PowerPoint.

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Terra Kleiser

SUPERVISOR'S CLASS:

Supervisor I

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DATE

EMPLOYEE'S SIGNATURE

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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.

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**CONCEPT OF POSITION:**

Under the direct supervision of the Supervisor I in the Child Development Fiscal Services (CDFS) Unit C within the Child Development Fiscal Services (CDFS) Section B and working cooperatively with program units throughout the department, the Analyst I supports the development and implementation of fiscal policies and procedures, contributes to the refinement of apportionment methodologies, and assists in ensuring compliance with applicable regulations and funding requirements. The Analyst I performs the following duties:

**A. RESPONSIBILITIES OF POSITION:**

30% Under guidance, the Analyst I performs contract monitoring by reviewing and analyzing fiscal reports submitted by agencies, responding to telephone inquiries, writing reports, and making recommendations based on findings related to apportionments. Under guidance, the incumbent assists with determining monthly contractual apportionments for a caseload of contracts by calculating each agency's earnings projections using reported data in the Child Development Program Enrollment, Attendance, and Fiscal Reporting (CDPR) and CalWORKs Portal systems. The incumbent maintains payment information and related records for all contractors in the caseload, including projection calculations intended to ensure a flow of funds that corresponds to the amount the contractor will actually earn through the end of the contract period. The incumbent also works in tandem with the California Department of Social Services Office of Audit Services to determine non-Local Education Agency (LEA) final earnings.

20% Under guidance, the Analyst I engages in research and analysis to support the development of complex fiscal processes and procedures for the apportionment of funds for child care services used by eligible families receiving subsidized care. The incumbent develops issue papers on fiscal matters, prepares analyses of legislation impacting the program, and drafts written documentation related to various child development issues affecting the program.

20% Under guidance, the Analyst I provides technical assistance to CCDD contractors to ensure appropriate use of child development funds, accurate reporting and accounting procedures, understanding of under-earnings impacts, and strategies to maximize funding in adherence to the Education Code, Welfare and Institutions Code (WIC), Code of Federal Regulations, and Funding Terms and Conditions requirements. Support is delivered through conference calls, webinars, and on-site visits. The incumbent also develops technical fiscal materials for use in presentations at meetings and workshops held throughout the state.

10% The Analyst I travels to conduct field reviews, including but not limited to interviewing child care personnel, parents, and employers to verify child care eligibility and determine agency compliance. The incumbent interprets the WIC and other statutory regulations and provisions when evaluating agency compliance. Reports are provided to management, along with recommendations based on review findings regarding future contract status.

10% Under guidance, the Analyst I performs administrative duties by developing, implementing, and maintaining tracking systems to collect data on child care usage for CCDD programs, including conducting technical analysis and developing forms.

10% Under guidance, the Analyst I will serve as a team member in various subject matters; Request for Application, Accounts Receivable, Office of Administrative Hearings/Appeals, and other duties as required.

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**B. SUPERVISION RECEIVED:**

The Analyst I works under the supervision of the Supervisor I in the CDFS C Unit.

**C. ADMINISTRATIVE RESPONSIBILITY:**

The Analyst I functions under guidance to identify and resolve issues surrounding business process, communication, project management, and division-wide issues, as applicable.

**D. PERSONAL CONTACTS:**

The Analyst I has recurrent telephone, email, video meetings, and occasional personal contact with counties and child care and development contractors and fiscal staff in addition to departmental and control agency staff. The Analyst I is expected to work collaboratively with internal program and fiscal partners, as well as other members of the unit and the division. The Analyst I serves as a support to peer analysts in the unit in the Analyst capacity.

**E. ACTIONS AND CONSEQUENCES:**

The Analyst I is responsible for facilitating effective communication, collaborating in a team environment, and under guidance with assistance provide subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the department to fiscal, legal and audit risk.

**F. OTHER INFORMATION:**

The job requires overtime as necessary throughout the year. Desirable Qualifications:

- Ability to establish workload priorities, organize materials and work well under pressure
- Ability to exercise initiative and flexibility
- Ability to work effectively both independently and cooperatively with others
- Ability to effectively communicate, both orally and in writing
- Ability to interact with individuals at all levels in a professional manner
- Knowledgeable of modern office methods and equipment, including personal computer, Microsoft Outlook, Word, Excel, and PowerPoint.