

## State of California - Department of Social Services

**CURRENT/PROPOSED DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-907-5393-706

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

Adult Programs Division/Policy &amp; Quality Assurance Branch

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

Policy &amp; Operations Bureau/Program Eligibility &amp; Protective Supervision

SUPERVISOR'S NAME:

Yee Vang

SUPERVISOR'S CLASS:

Staff Services Manager 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)*

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:

To provide comprehensive and thoughtful policy directives, and respond to the needs of internal and external stakeholders for the In-Home Supportive Services (IHSS) program in an effort to better serve and protect the needy and vulnerable population served by the IHSS program.

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**CONCEPT OF POSITION:**

Under the close supervision of the Supervisor I of the Program Eligibility and Protective Supervision (PEPS) Unit, the Analyst II performs analytical duties related to developing policies and procedures for the IHSS programs. The main areas of responsibility for performing these duties are applying policy, statute and regulations to program eligibility and protective supervision for applicants/recipients in the IHSS programs.

**A. RESPONSIBILITIES OF POSITION:**

30% Develop policies necessary for implementing and maintaining IHSS programs which include the In-Home Supportive Services- Residual (IHSS-R), Personal Care Services Program (PCSP), In-Home Supportive Services Plus Option (IPO) and Community First Choice Option (CFCO) programs. Respond to and provide guidance, both verbally and in writing, to routine and complex inquiries from the IHSS program participants, counties, state and federal agencies, legislative staff, stakeholders, and the general public, regarding the various IHSS program regulations, policies, and procedures via correspondence. Research and prepare policy interpretations in response to county or other agency inquiries regarding program policy and practices.

20% Prepare All-County Letters (ACL), All-County Information Notices (ACIN), and other directives to the counties providing implementation instructions and ongoing direction for the IHSS programs. Research information for the preparation of issue papers regarding the IHSS programs.

20% Review and revise, as necessary, any existing IHSS program material to incorporate information about newly developed policies that impact the IHSS-R, PCPS, IPO and CFCO programs. Prepare informational material on the IHSS-R, PCSP, IPO and CFCO programs.

15% Analyze federal and state legislation and regulations that may affect the IHSS-R, PCSP, IPO, CFCO programs and develop regulations for the IHSS programs.

10% Research and identify Case Management, Information, and Payrolling System (CMIPS) updates required as a result of policy changes and meet with the CMIPS and Systems Operations Unit to discuss and facilitate updates. Participate in workgroups and/or meetings with counties, stakeholders, and other state and federal agencies.

5% Other duties as assigned as related to the PEPS Unit.

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B. SUPERVISION RECEIVED:

The Analyst II is directly supervised by the PEPS Unit Supervisor I. It is expected that the Analyst II will be able to perform their routine duties with substantial independence within six months.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with the county Social Services staff, other Departmental employees, advocates, the general public, and other state and federal agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling assignments and in imparting information could result in litigation against the Department and delays in complying with federal requirements, which could result in loss of federal funding.

F. OTHER INFORMATION:

The Analyst II must have excellent technical writing skills, excellent verbal communication skills, demonstrate the ability to work cooperatively and effectively as part of a team, have the ability to establish effective working relationships, work under pressure, and complete assignments in a timely manner.