

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

**TBD**

CLASSIFICATION:

**Analyst II**

POSITION NUMBER:

**809-5393-955 Limited Term**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***CCLD/Policy, Training and Quality Improvement Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***PDB/Adult and Senior Care Special Projects Unit**

SUPERVISOR'S NAME:

**Laura McCollough**

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)*☒ NoneOther *(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:**

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.

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## CONCEPT OF POSITION:

The Analyst II under the general supervision of the Supervisor I performs full journey-level analytical duties in the Community Care Licensing Division (CCLD). The Analyst II may function independently and/or as a team leader/member within the Unit and with other program sections in providing analytical assistance and support regarding existing statutes, regulations, policies and procedures as well as attending meetings as a liaison regarding established policies to provide information to partners and other staff.

### A. RESPONSIBILITIES OF POSITION:

#### ESSENTIAL FUNCTIONS

35% Analyze, research, develop, and revise regulations to meet program, legislative, and/or partner needs for the Community Care Licensing Division. This includes working collaboratively with a diverse group of internal/external partners, which might include providers, advocacy groups, and other Departments, such as the Office of Regulation Development and the Office of Administrative Law. Conduct, synthesize, and distill research on existing policies and procedures to determine currency of material and participate in partner and/or policy staff meetings to inform the development and interpretation of regulations.

20% Perform all phases of analyzing proposed legislation affecting care facilities licensed by the Community Care Licensing Division. Research information necessary to support analysis, organize data and findings, determine impact, and prepare detailed written analyses and recommendations. Inform management, Division administration and partners on assigned legislation, monitor legislation, and prepare updated analyses. Assist in the interpretation and/or preparation of proposed legislation, which may include collaboration with other applicable departments.

20% Respond to requests for policy clarification and interpretation received from program staff, advocates, providers, the Legislature, the public, and other partners. Maintain and update the Division Manual of Policies and Procedures and CCLD Evaluator Manual. Research, collect data, and prepare recommendations on various issues/special projects to present to management, partners, providers, advocacy groups, other Departments, and the Legislature.

20% Plan, develop, draft, and support the implementation of programs or procedures related to new legislation, policy and regulations. Provide policy overviews to program headquarters and regional offices on significant changes to policies, procedures, and best practices. Collaborate with the Administrator Certification Bureau and Central Training Bureau to ensure implementation of training, delivery of new laws, policy and regulation changes. Provide consultation, research, and editorial support in the production of resource guides for licensees. Attend meetings, work groups, public policy forums, legislative hearings and conferences.

#### MARGINAL FUNCTIONS

5% Other related duties as required and assigned. Occasional travel, some with overnight stays, may be required.

#### REQUIRED QUALIFICATIONS

Strong research and writing skills

Strong communication skills, to include public speaking

Ability to demonstrate completed staff work in a timely and accurate manner

Ability to facilitate, interact and work collaboratively with diverse internal/external partner groups

#### DESIRED QUALIFICATIONS

Knowledge of Health and Safety Code

Knowledge of the California Code of Regulations, Title 22

Education or experience in public policy

Experience in applying sound logic and reasoning to complex issues

Experience in legislative process

Experience in rule-making/regulation process

Strong work ethic

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B. SUPERVISION RECEIVED:

The Analyst II will be supervised by the Adult and Senior Care Special Projects Unit Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II may work with the following individuals or groups:

Advocates  
Providers  
State Long-Term Care Ombudsman's Office  
Division Programs  
Department Programs  
Other State Departments  
Agency Committees

E. ACTIONS AND CONSEQUENCES:

Flexibility, tact, good judgment, and strong verbal and written communication skills are essential. It is important that the decisions and recommendations given by the Analyst II are accurate and reasonable. It is equally important that these determinations and recommendations reflect and abide by applicable laws, regulations, policies and procedures. Inadequate service could detrimentally impact the image of the Department.

F. OTHER INFORMATION:

Work in a downtown Sacramento high-rise office building.  
Healthy team-oriented work environment.