

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

860-5157-955

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

Community Care Licensing Division

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

CCL- Child Care Licensing Program - Leg Policy Unit

SUPERVISOR'S NAME:

Christina Rico

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 by DOJ and FBI.

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 supervision of the Supervisor I, the Analyst I will perform entry through first journey level analytical duties for facilities licensed by the Community Care Licensing Division (CCLD). The Analyst I functions under the close supervision of the manager and/or with the assistance of more seasoned staff and/or as a team member in the conduct of policy and administrative support to the Child Care Licensing Program.

**A. RESPONSIBILITIES OF POSITION:**

35% With direction from unit manager will progressively, research, analyze, develop, and revise regulations to meet program, legislative, and/or partner needs. Assist with research and creation of supporting documentation, including reports, for regulation and policy development. This includes working collaboratively with a diverse group of internal/external partners which include providers and advocacy groups, the Office of Regulation Development, and the Office of Administrative Law. Coordinating and assisting in partner meetings.

25% Review, track and make recommendations to management in regards to proposed legislation which includes, how new legislation impacts Child Care Programs, the Department and Partners. Research information presented, determine impact, organize findings, and prepare detailed written analyses for management review. Under supervision of unit manager brief management, division's administration and partners on assigned legislation, monitor legislation, and prepare updated analyses. In collaboration with management works with the Legal Division and the Office of Legislation.

20% Under supervision of the unit manager plan, develop, and oversee implementation of programs or procedures related to new legislation, policy, and regulations. Provides less technical consultation and guidelines to licensing staff in the Regional Offices to assist them on significant changes to policies, procedures, and best practices. Collaborate with Central Training Unit and Program trainers to ensure implementation of changes. Research, collect data, and prepare recommendations on various issues/special projects to present to management.

10% Coordinate with project managers and draft analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for management with suggested project improvements. Assist with updating departmental forms, and develop resources and tools for projects and information dissemination to field staff and partners, for management review.

5% Attend meetings, work groups, public policy forums, legislative hearings, and conferences. Along with management, represent the Department at meetings and conferences with other Divisions in the Department and with public entities to speak on behalf of the Child Care Program.

5% Other related duties as required and assigned. The nature and extent of the duties of this position may occasionally require travel and overnight stays.

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B. SUPERVISION RECEIVED:

The SSA receives direct supervision from the Staff Services Manager I (SSM I) of the Legislative Policy Unit. Assignments, and final products are reviewed for completeness and consistency by the SSM I. The incumbent is required to display initiative, resourcefulness and the ability to work as a team in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I has frequent contacts, and must constantly coordinate with staff in the other program's policy units, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The Analyst I will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

The Analyst I must be able to objectively handle assignments and diplomatically work with others. Failure to exercise tact and good judgment in dealing with others can result in the Program's loss of credibility and can impact the image of the Department.

F. OTHER INFORMATION:

Some travel through out the State is required. The Analyst I is subject to fingerprinting and a criminal records check by Department of Justice.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

860-5393-955

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

Community Care Licensing Division

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

CCL- Child Care Program Office - Legislative Policy Unit

SUPERVISOR'S NAME:

Christina Rico

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

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.

When acting as a lead person on a project, the Analyst II may lead a group of 1-5 employees.

**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 direction of the Supervisor I, the Analyst II will perform analytical duties in the Child Care Program Office. The Analyst II may function independently and/or as a team leader/member in the conduct of policy and administrative support to the Community Care Licensing Program. The Analyst II is required to develop and write regulations, policies, and procedures independently and with other program sections. Strong writing skills are required.

**A. RESPONSIBILITIES OF POSITION:**

30% Develop and/or revise regulations and written directives based on program, legislative, and partner needs. Meet with partners, both internal and external, other state agencies, advocates, etc. Prepare a work plan, draft regulatory language and statement of reasons. Attend public hearings and respond in writing to all public comments.

25% Respond to requests from field staff, providers, consumers, advocates, the media, and partners. Field questions and draft responses to sensitive issues for upper management as needed. Develop a written interpretation of clarification for publication in the Evaluator Manual.

20% Collaborate with program trainers in development of training modules that include power point presentation and handouts for participants. Act as a resource for policy/procedural questions raised at the training. Attend meetings, conferences and participate in workgroups of both internal and external partners relevant to areas of responsibility on behalf of the Department.

15% Coordinate with project managers and write analytical reports documenting post-implementation assessments such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program implementation results and prepare recommendations for improvements. Create and regularly update forms, develop resources and tools for dissemination to field staff and partners.

5% Prepares detailed written communication to assist with the implementation of enacted legislation. Assist in the production of the program's Quarterly Updates, such as writing articles related to assignments to inform the public and assist with implementation.

5% Other related duties as required and assigned. The nature and extent of the duties of this position may occasionally require travel and overnight stays.

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B. SUPERVISION RECEIVED:

The Analyst II receives supervision from and reports to the Supervisor I of the Legislative Policy Unit. Assignments, and final products are reviewed for completeness and consistency by the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has frequent contacts, and must constantly coordinate with staff in the other program's policy units, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The Analyst II will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

The Analyst II must be able to objectively handle assignments and diplomatically work with others. Failure to perform duties and services of this position, while exercising tact and good judgment in dealing with others, could result in failure of the division and the department in meeting its program mandates and the program's loss of credibility, which can impact the image of the department.

F. OTHER INFORMATION:

Analyst II acts as lead to less experienced analytical staff and support staff in the absence of the Supervisor I. Some travel through out the State is required. The Analyst II is subject to fingerprinting and a criminal records check by Department of Justice.