

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-529-5393-xxx

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

Children and Family Services Division/CSQMB

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

CWLEB/Child Welfare Workforce Unit 2

SUPERVISOR'S NAME:

Kyla Mata

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)

Subject to required fingerprinting and criminal record 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: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Child Welfare Learning and Evaluation Bureau (CWLEB) is dedicated to strengthening the child welfare workforce and advancing system accountability to ensure the safety, permanency, and well-being of children and families. By fostering strategic partnerships with Tribes and statewide stakeholders, the Bureau enhances the capacity of child welfare professionals and probation placement officers through comprehensive training, education, and resource management. Additionally, the Bureau leads and coordinates state and federal reporting efforts, synthesizing program data and insights to engage with mandates such as the Child and Family Services Plan (CFSP), Annual Progress and Services Report (APSR), and Program Improvement Plan (PIP).

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II will work collaboratively with internal CDSS partners and external stakeholders develop and implement training initiatives, support in curriculum and evaluation development, participate and/or facilitate meetings and workgroups, and prepare training system reports. The Analyst II will also review legislation, monitor contracts and budgets, respond to federal reporting requirements, implement staff development and training requirements, coordinate Division 14 regulatory updates with training and workforce initiatives, review legislation, conduct research and analysis related to Child Welfare Services, and provide analysis to address inquiries from management.

A. RESPONSIBILITIES OF POSITION:

35% Project Manager for Training and Workforce Development

- Develop work plans that include tasks, timelines, and measurable goals.
 - Delegate tasks to work-group members and monitor progress.
 - Maintain documentation, including project progress to ensure adherence to timelines.
 - Provide regular project updates to all levels of internal and external stakeholders.
- Maintain a collaborative environment with representatives from State, Tribal, and local agencies, service providers, child advocacy groups, and the public.
- Ensure state-level information is communicated to work groups and maintain strong feedback loops.

25% Application of Policies and Regulations to Curriculum Development

- Apply knowledge of child welfare practices, policies, and regulations in work groups or advisory committees that focus on training and workforce development activities.
- Ensure curricula adheres to statewide policies and training regulations.
- Collaborate with division staff to assess program-specific training and workforce development needs.
- Maintain up-to-date knowledge of changing child welfare practices, policies, and regulations to inform training and workforce development.
- Analyze information shared in work-groups and advisory committees to understand impacts on training priorities and workforce development needs.

25% Contract and Budget Management

- Develop, execute, and monitor contracts with universities and private agencies that provide child welfare workforce development services.
- Develop contract language and budgets.
 - Process contract amendments.
 - Monitor contractor deliverables and budgets and process invoices.
 - Escalate and resolve contract issues, coordinating discussions among parties involved.
 - Collaborate with administrative staff working in Budgets and Contracts bureaus to ensure contracts meet legal and financial standards.
 - Develop Budget Change Proposals and premise items to secure funding for training and workforce development activities.

10% Research and Analysis

- Review and analyze proposed federal and state legislation relating to services for children and families.
 - Determine the legislation's impact on the Child Welfare Training Program.
 - Prepare supporting documentation to be used for legislative hearing testimony.
- Prepare reports, memoranda, and other correspondence related to child welfare training and workforce development.

5% Other Duties

- Other duties as required include participating in collaborative initiatives across the CFSD and CDSS.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction from the Supervisor I and works independently on specialized assignments. Progress and status reports are made periodically and final products are reviewed for completeness, accuracy, and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

No direct supervisory responsibility.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with other Department staff, training, contractors, and county child welfare departments, and may have occasional contact with private organizations or agencies, federal program staff, and legislative staff. The Analyst II may also represent the Branch and Department at intra-and interdepartmental committees, planning and/or task force committees and project advisory boards.

E. ACTIONS AND CONSEQUENCES:

The Analyst I exercises judgment in making decisions. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families, county and/or state non-compliance with federal and state statute, or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

Successful performance as an Analyst II, requires possession of, or ability to, develop knowledge of child welfare services programs, county social welfare agencies, and community organizations. Incumbents also require experience in or knowledge of the state legislative, budget, personnel, and contrac/grant processes, program and policy development, and program evaluation and monitoring practices. Experience in managing multiple projects is desirable. Some travel may be required.

State of California - Department of Social Services

DUTY STATEMENT

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Vacant (Current/Proposed)

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Analyst I

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800-529-5157-xxx

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Children and Family Services Division/CSQMB

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

CWLEB/Child Welfare Workforce Unit 2

SUPERVISOR'S NAME:

Kyla Mata

SUPERVISOR'S CLASS:

Supervisor I

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CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst I will work collaboratively with internal CDSS partners and external stakeholders to assist in the development and implementation of training initiatives, support in curriculum and evaluation development, participate and/or facilitate meetings and work groups, and prepare training system reports. The Analyst I will also assist in the review legislation, monitoring contracts and budgets, responding to federal reporting requirements, implementation of staff development and training requirements, coordinating Division 14 regulatory updates with training and workforce initiatives, reviewing legislation, conducting research and analysis related to Child Welfare Services, and providing analysis to address inquiries from management.

A. RESPONSIBILITIES OF POSITION:

35% **Project Manager for Training and Workforce Development**

- Assist with development of work plans that include tasks, timelines, and measurable goals.
 - Delegate tasks to work-group members and monitor progress.
 - Maintain documentation, including project progress to ensure adherence to timelines.
 - Provide regular project updates to all levels of internal and external stakeholders.
- Maintain a collaborative environment with representatives from State, Tribal, and local agencies, service providers, child advocacy groups, and the public.
- Assist with assurance that state-level information is communicated to work groups and maintain strong feedback loops.

25% **Application of Policies and Regulations to Curriculum Development**

- Apply knowledge of child welfare practices, policies, and regulations in work groups or advisory committees that focus on training and workforce development activities.
- Assisting with the adherence of curricula to statewide policies and training regulations.
- Support with collaboration with division staff to assess program-specific training and workforce development needs.
- Maintain up-to-date knowledge of changing child welfare practices, policies, and regulations to inform training and workforce development.
- Support with analyzing information shared in work groups and advisory committees to understand impacts on training priorities and workforce development needs.

25% **Contract and Budget Management**

- Supporting with development, execution, and monitoring contracts with universities and private agencies that provide child welfare workforce development services.
- Assist with development of contract language and budgets.
 - Support the process contract amendments.
 - Assist with monitoring contractor deliverables and budgets and process invoices.
 - Escalate and resolve contract issues, coordinating discussions among parties involved.
 - Collaborate with administrative staff working in Budgets and Contracts bureaus to ensure contracts meet legal and financial standards.
 - Assist with development of Budget Change Proposals and premise items to secure funding for training and workforce development activities.

10% **Research and Analysis**

- Support with review and analyze proposed federal and state legislation relating to services for children and families.
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- Assist with preparation of reports, memorandum, and other correspondence related to child welfare training and workforce development.

5% **Other Duties**

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