

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

**Vacant (Proposed)**

CLASSIFICATION:

**Manager II**DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)**CFSD-Safety Prevention and Early Intervention Branch**

POSITION NUMBER:

**800-543-4802-910**BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)**Central Operations Management Organization (Central Ops)**

SUPERVISOR'S NAME:

**Jenny Pearlman**

SUPERVISOR'S CLASS:

**CEA A****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 (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.

1- Staff Services Manager I Specialist  
 1- Staff Services Manager II Specialist  
 3 - Staff Services Manager

Total number of positions for which this position is responsible: **17****FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Children and Family Services Division (CFSD) provides leadership and oversight of county and community agencies in the implementation of child welfare services programs through regulations, training, technical assistance, incentives and program evaluations.

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## CONCEPT OF POSITION:

Under the general direction of the Safety Prevention & Early Intervention Branch Chief (CEA A) the Manager II will serve as the Central Ops Chief and is responsible in assisting the CFSD with the most critical, complex and sensitive organizational, program and administrative issues. The Manager II will provide leadership and assistance as it relates to major CFSD contracts, the impact of major legislative policies and proposals, organization structure, fiscal issues, communications and outreach. The Manager II will act as the administrative liaison between CFSD and the Administration Division, as well as control agencies, for critical strategies that impact CFSD.

### A. RESPONSIBILITIES OF POSITION:

#### Essential Functions:

45% Responsible for planning, development, implementation and control of the CFSD's Information Technology (IT) Requests, hiring and recruitment, budgets, training and activities associated with the Fi\$cal system. Manages CFSD's IT purchases and projects, personnel operations. policy and implementation activities of Central Operations and Management Organization and all related areas. Administers personnel services including position classification control and assistance in recruiting and selecting staff.

Consults and advises CFSD management on sensitive budgeting and administrative strategies. Advise and provides alternate solutions to CFSD management on budgetary policies, sensitive and complex proposals. Reviews and coordinates sensitive CFSD documents and/or Information with all administrative branches to ensure that the fiscal and program impact has been considered, and the planned outcome is consistent with the department's mission.

Oversee the Contracts Coordination Unit responsible for contracting oversight activities including facilitation of the procurement process, invoice processing, encumbrance and expenditure tracking for CFSD service providers and vendors. Oversee, review and approve contracts to ensure compliance with Departmental and State contracting policies and procedures. Consult with Administration and Legal Division staff and management as needed to escalate and resolve processing issues.

20% Responsible for planning and the development of effective communication and dissemination of such items that include but are not limited to training materials, webinars, brochures, posting of key ACLs, ACINs, PINs, for the Division program efforts; to share county, provider or grantee information related to various programs. Collaborates across Divisions, with other departments, and stakeholders, to ensure material revisions align and conform with current and future related initiatives when communicating about any State and Federal law changes.

15% Establish goals and objectives for CFSD consistent with the Department's strategic plan to provide direction and focus to carry out the mission of the Department using strategic planning tools and strategic planning. Provides direction and support to the SSM I's that supervise the Operations Unit, Contracts Coordination Unit, and the Special Projects Outreach and Communication Unit. Provide leadership to Operations, Contract Coordination and Special Projects Outreach and Communication Unit Chief; provide oversight for administrative activity and support for the division through mentoring and coaching of managers and staff. Provide clear, concise information and direction regarding assignments to staff in a timely manner on an on-going basis.

15% Coordinates and manages the development of process changes for the CFSD. Consults and works with managers and staff to develop and implement processes associated with organizational efficiencies and identifies barriers that hinder divisional effectiveness. Makes recommendations for improving operations and processes based on trends and priorities and implement the recommendations. Maintain an effective organizational structure to maximize program 'effectiveness using creativity, knowledge of personnel standards, communication, budgeting and contracting processes. Provides oversight as it relates to IT operations, such as IT drills and procurement of IT equipment.

5% Assumes and performs additional responsibilities and duties as required and/or delegated by the Branch Chief.

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**B. SUPERVISION RECEIVED:**

Receives general direction from and reports to the Branch Chief.

**C. ADMINISTRATIVE RESPONSIBILITY:**

The Manager II may serve in an acting capacity and assist the Branch Chief in planning and organizing departmental functions associated with CFSD. The position is an integral part of the Department's managerial team and is involved with policy decision making processes for which the Department is responsible.

**D. PERSONAL CONTACTS:**

The Manager II has daily contact with all levels of CDSS employees, including Deputy Directors and occasional contact with the Chief Deputy Director and the Director. Also has frequent contact with the Health and Human Services Agency, Department of Finance, Legislative Analyst's Office and legislative staff. Represents the Department in other outside contacts such as the County Welfare Director's Association.

**E. ACTIONS AND CONSEQUENCES:**

The Manager II is responsible for ensuring the critical administrative needs and strategies of CFSD are properly evaluated to ensure effectiveness in the implementation of new and sensitive policies. Failure to accurately perform these activities on a timely basis could result in significant loss in credibility for the Department and could have significant fiscal implications.

**F. OTHER INFORMATION:**

The Manager II must have good leadership, interpersonal and communication skills and be able to effectively work under pressure and short time frames. The Manager II must maintain effective working relationships with those in the Department and other state agencies as well as with County, Federal and representatives from private industry. The Manager II must be able to multi-task, analyze complex problems accurately and take an effective course of action quickly to advert adverse consequences.