

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-570-5393-730

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

CFSD/System of Care Branch (SOCS)

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

FCRADS/Data Outcomes Unit

SUPERVISOR'S NAME:

Sha Rena Chatman

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 (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: 0

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The mission of the SOCB is to improve the delivery of Foster Care services and achieve positive outcomes for children and families served by California's Child Welfare Services (CWS) programs. The focus of the Branch is to engage the entire system of supports and providers for the populations we serve to ensure provider quality, performance, and services for youth with high needs, including targeted data-informed technical assistance to counties and providers.

CONCEPT OF POSITION:

Under direction of the Supervisor I, the Analyst II in the Data Outcomes Unit performs a wide variety of independent and complex written and verbal analytical assignments related to the implementation of the SOCB.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

35% Develop the SOCB data and outcomes framework. Demonstrate critical thinking skills by assisting in the development and implementation of new data collection strategies to measure county outcomes and aid in the CQI efforts of the SOCB and the Child and Family Services Division (CFSD). Gather and analyze data in the development of youth outcome measures and provide CQI measures.

35% Participate in and facilitate meetings and work groups and complete related assignments. Collaborate with various stakeholders to analyze data in practical terms and inform outcomes. Routinely interact with all levels of the CDSS management staff, legislative staff, and stakeholders as necessary to assist in research, evaluations, and implementation of SOCB policies and framework. Partner with peers to provide information for data-related contracts. Oversee and execute fiscal aspects of contracts to include processing invoices and submitting documentation for amendments and contract renewals. Note, contracts may account for 20-35% of the workload, this will vary depending on the business need. Collaborate with departmental research initiatives as it relates to child welfare and the System of Care.

15% Act as a subject matter expert in survey and forms development to aid in data and information gathering for this and other units within the SOCB and CFSD. This includes standardizing response options to ensure quantifiable analysis. Knowledge and experience with survey development and survey programs. May be the lead person for the Spending Plan. Manage data-related contracts related to the SOCB implementation.

10% Act as a subject matter expert in the creation of charts, graphs, tables, etc. in Microsoft Excel, using administrative or acquired data for the purpose of reporting to internal and external stakeholders. This includes the compilation of quarterly reports to the legislature.

Marginal Functions:

5% Other special projects that may be required but not limited to policy and legislative/bill analysis, act as a team leader in department work groups, prepare reports, respond to correspondence, and other duties as assigned pertaining to the SOCB.

B. SUPERVISION RECEIVED:

The Analyst II is directly supervised by the Supervisor I of the Data Outcomes Unit of the SOC Branch.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has daily contact with other Branch and departmental staff, licensed adoption, foster family and county child welfare, probation agencies, group homes, advocates, and the general public.

E. ACTIONS AND CONSEQUENCES:

The Analyst II exercises professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. 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; poor relationships with State, county, and federal agencies; county and/or State non-compliance with federal and State statute; or inefficient use of State, federal and local funds.

F. OTHER INFORMATION:

The Analyst II must have good interpersonal communication skills and be able to work well with a variety of people. The Analyst must be able to work well under pressure. Knowledge of (or the willingness to learn) child welfare services programs, county social welfare, probation agencies, community organizations, children's services, and other related programs are desirable. Education and/or experience in data and/or research and some familiarity with Microsoft Excel, PowerPoint, and Outlook are also desirable. Minimal travel to conferences/trainings may be required.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-570-5157-730

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

CFSD/System of Care Branch (SOCB)

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

FCRADS/Data Outcomes Unit

SUPERVISOR'S NAME:

Sha Rena Chatman

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 (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: 0

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the SOCB is to improve the delivery of Foster Care services and achieve positive outcomes for children and families served by California's Child Welfare Services (CWS) programs. The focus of the Branch is to engage the entire system of supports and providers for the populations we serve to ensure provider quality, performance and services for youth with high needs, including targeted, data-informed technical assistance to counties and providers.

The Data and Outcomes Unit coordinates state accountability and oversight efforts and responsibilities, including compliance, performance, Continuous Quality Improvement (CQI), survey creation, and data analysis of current efforts to reform the California Foster Care System. This is pursuant to recent legislation that seeks to realize California's longstanding goal that all children live as members of committed, nurturing, and permanent families. The unit also works closely with advocates, care providers, the legislature, and the public on issues affecting the child welfare system and community care facilities under its jurisdiction.

CONCEPT OF POSITION:

Under the close supervision of the Supervisor I, the Analyst I in the Data Outcomes Unit, working individually and as part of a team, performs both written and verbal analytical assignments related to the implementation of the SOCB.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

- 30% Demonstrates critical thinking skills by assisting in developing and implementation of new data collection strategies to measure county/provider outcomes and aid in the CQI efforts of the SOCB and the Child and Family Services Division (CFSD). Knowledge and experience with survey development and survey programs.
- 25% Participates in and facilitates meetings and work groups and completes related assignments. Partners with peers to provide information for data-related contracts. Routinely interacts with all levels of the CDSS management staff and stakeholders as necessary to assist in research, evaluations, and implementation of SOCB policies and framework.
- 25% Survey and form development to aid in data and information gathering for this and other units within the SOCB and CFSD. This includes standardizing response options to ensure quantifiable analysis. Oversee fiscal aspects of contracts to include processing invoices and submitting documents for amendments and contract renewals. Note, contracts may account for 15-20% of the workload, this will vary depending on the business need. Collaborate with departmental research initiatives as it relates to child welfare and the System of Care. Collaborate with departmental research initiatives as it relates to child welfare and the System of Care
- 15% Creation of charts, graphs, PowerPoints, tables, etc. in Microsoft Excel, using administrative or acquired data for the purposes of reporting to internal and external stakeholders. This includes the compilation of quarterly reports to the legislature.

Marginal Functions:

- 5% Other special projects required by management such as but not limited to, policy and legislative/bill analysis, acts as a team leader in department work groups, prepares reports, responds to correspondences and other duties as assigned pertaining to the SOCB. Manages data-related contracts related to SOCB implementation.

B. SUPERVISION RECEIVED:

The Analyst I is directly supervised by the Supervisor I of the Data Outcomes Unit of the SOC Branch.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst I has daily contact with other Branch and departmental staff, county child welfare and probation agencies, associations, placement providers, advocates and the general public.

E. ACTIONS AND CONSEQUENCES:

The Analyst I exercises professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. 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; poor relationships with State, county, and federal agencies; county and/or State non-compliance with federal and State statute; or inefficient use of State, federal and local funds.

F. OTHER INFORMATION:

The Analyst I must have good interpersonal communication skills and be able to work well with a variety of people. The Analyst I must be able to work well under pressure. Knowledge of (or the willingness to learn) child welfare services programs, county social welfare, probation agencies, community organizations, children's services and other related programs is desirable. Education and/or experience in data and/or research and some familiarity with PowerPoints, Microsoft Excel, and Outlook is also desirable. Minimal travel to conferences/trainings may be required.