

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-530-5393-710

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

CFSD/Child Welfare System Branch

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

FOSAS/External Stakeholder Coordination Unit 1

SUPERVISOR'S NAME:

Kelsey Gillis

SUPERVISOR'S CLASS:

Supervisor I (Sup 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 System Branch (CWSB) is responsible for providing support and oversight for the maintenance and operation of the Child Welfare Services/Case Management System (CWS/CMS) and the development and implementation of the Child Welfare Services-California Automated Response and Engagement System (CWS-CARES) statewide information technology projects. The CWSB works in direct partnership with the Office of Technology & Solutions Integration (OTSI), the CWS/CMS project vendor, state oversight entities, and the Administration for Children and Families (ACF). The CWSB is an integral part of the Child Welfare Digital Services (CWDS) organization. The CWDS is a collaboration of state and local government agencies that support our shared stakeholders through technology to assure the safety, permanency, and well-being of children and youth at risk of abuse, neglect, or exploitation. The CWDS is dedicated to building an innovative statewide 21st century information technology application that responds to users' needs while maintaining the best standards for security and data integrity to aid child welfare professionals.

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**CONCEPT OF POSITION:**

Under the direction of the Sup I, the Analyst II is responsible for providing analytical support to the External Stakeholder Coordination Unit (ESCU) to initiate the work required for both user adoption and Child Welfare Contributing Agency (CWCA) program development. The Analyst II is responsible for establishing and maintaining positive working relationships with stakeholders for the purpose of managing their external systems, supporting data exchanges between CWCAs and CWS-CARES and ensuring user adoption. The Analyst II performs analytical work and is responsible for the development of criteria, timelines, business processes, agreements, and policy to ensure CWS-CARES is the system of record for child welfare.

**A. RESPONSIBILITIES OF POSITION:**

45% Collaboratively develops and finalizes CWCA categories. Identifies and updates relevant regulations or licensing standards to require data exchanges of CWCAs. Drafts and finalizes All County Letters (ACLs) and All County Information Notices (ACINs) to communicate CWCA criteria and policy. Works closely with project staff to identify data exchange capabilities and requirements for each CWCA category. Develops and maintains the CWCA business requirements repository. Ensures compliance of Comprehensive Child Welfare Information System (CCWIS) regulations to maintain all Child Welfare information relevant for case management and federal and state reporting. Updates and expands on CWCA definitions as necessary. Develops business processes to develop and manage CWCA relationship agreements. Assesses and develops data quality biennial review processes for CWCAs. Proactively develops and manage relationships with CWCA stakeholders. Serves as the point of contact for technical assistance and response to CWCA inquiries.

45% Collaboratively develops and finalizes criteria to determine whether external systems are duplicative of CWS-CARES functionality and require decommissioning. Authors and finalizes ACLs and ACINs to communicate emerging policy. Determines and communicates timeline for the decommissioning of external systems. Develops, maintains and updates the External Systems Registry. Drafts, revises, submits for review, and finalizes external system decommissioning plans, agreements, and user adoption plans with each county child welfare department and Tribes with a California Title IV-E Agreement. Collaborates with CDSS program, county child welfare departments and Tribes with a California Title IV-E Agreement to develop and re-engineer business processes to ensure and confirm full user engagement and adoption of the statewide CCWIS. Proactively develops and manages relationships with county child welfare departments and Tribes with a California Title IV-E Agreement for the purpose of assessing their external systems and planning for the decommissioning of external systems. Facilitates and coordinates ongoing focus groups and other meetings to gather external systems information and negotiate decommissioning plans and agreements. Serves as the point of contact for technical assistance and responds to external systems and adoption inquiries.

5% Actively participates in team in goal planning. Implements changes that will support the achievement of team goals and elevate organizational effectiveness. Monitors and reports goal progress to unit management.

5% Performs other duties as required by supervisor. Travel to and from Natomas office and CDSS headquarters is required.

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B. SUPERVISION RECEIVED:

The Analyst II receives general direction from the Sup I. The incumbent is required to display considerable independence, initiative, and resourcefulness in carrying out responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

No direct supervisory responsibility.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with other CDSS staff, county child welfare departments, OTSI, Tribes with a California Title IV-E Agreement, Tribal representatives and CWCAs.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis, ineffective communication or coordination, and inaccurate or inconsistent information may result in unnecessary costs, inaccurate interpretation and implementation of policies, and ineffective service delivery.

F. OTHER INFORMATION:

Strong analytical, writing, interpersonal, communication and stakeholder management skills are required. A desire to work in and develop knowledge and expertise in the field of child and family services, adoption programs, and social work practice is essential in this position.

Limited travel may be required.