

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-880-4801-001 Proposed

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

CCLD/Children's Residential Program (CRP)

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

Children's Residential Program Office

SUPERVISOR'S NAME:

Marisa Sanchez

SUPERVISOR'S CLASS:

Assistant Branch Chief

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 fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation. This position requires lifting & carrying up to 25 pounds, climbing stairs, sitting for extended periods and using a computer & keyboard.

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

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.

Two Supervisor I's

Total number of positions for which this position is responsible: 12

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 Children's Residential Program to protect and improve the lives of all youth who reside in a community care facility through the administration of a transparent licensing system that is collaborative, fair, and supportive of families.

CONCEPT OF POSITION:

Under the direction of the Children's Residential Program Manager II, or Assistant Branch Chief, the Supervisor II provides day-to-day operational direction and oversight of the Children's Residential Program's Policy Units responsible for the analysis of legislation and the development of policies, procedures and regulations from initiation to completion that promote the health, safety and quality of life of clients in licensed children's residential community care facilities. The Supervisor II provides field input and direction for policy and regulation development and legislative analysis. The Supervisor II plans, organizes and directs the work of the Supervisor Is. The Supervisor II will also represent the Assistant Branch Chief in meetings as well as other assignments requested by the Program Administrator and Assistant Branch Chief.

A. RESPONSIBILITIES OF POSITION:

The Supervisor II is responsible for supervising the Children's Residential Program's Policy Bureau staff consisting of Supervisor Is and Analyst IIs. Responsibilities include: planning, organizing, establishing work priorities and directing the work of the Bureau consistent with the Program's goals and objectives; setting goals and objectives; evaluating staff performance and developing individual development plans; and providing Policy support to the Division, Program and Regional Offices.

45% Responsible for supervising the Supervisor Is and the work of the policy units responsible for the development and implementation of policies, procedures and regulations to meet identified need. Responsible for the review and analysis of legislation. Ensures cooperation and coordination with the managers of the Children's Residential Program, Care Provider Management Branch, Division Administrative Support Bureau, Legal and with other Division and Department managers as needed.

The incumbent serves in a consultative role to all Children's Residential field offices by providing legislative, regulatory, and policy clarifications to support statewide implementation and consistency of policies impacting children's residential facilities statewide and represents the Department in meetings with internal and external stakeholders, promotes transparency and partnership, and manages staff performance to ensure accountability and adherence to Departmental policies while advancing the goals and mandates of the Children's Residential Program.

The Supervisor II also consults with the Legal Division regarding policy related issues.

30% Attends staff and stakeholder meetings, makes presentations, prepares special reports; completes special assignments; travels to other offices and external meetings; and performs other duties as assigned. Works collaboratively with stakeholders that include, County Welfare Director's Association (CWDA), Chief Probation Officer of California (CPOC), provider organizations, advocates and interested parties in policy development impacting children in licensed children's residential facilities.

15% Apprise Program Administrator, Assistant Program Administrators and Assistant Branch Chief of the Children's Residential Program Office, and Executive Leadership of all Children's Residential Policy Unit activities and problems on an ongoing basis.

10% Acts on behalf of the Assistant Program Administrator in their absence; informs management team of pertinent issues and works cooperatively to obtain resolution as necessary; represents the Program on special projects and work groups that impact the Program and/or the Division; makes presentation to upper management; attends management meetings routinely and performs other duties as assigned.

B. SUPERVISION RECEIVED:

The Supervisor II is directly supervised by the Assistant Branch Chief of the Children's Residential Program who will provide oversight to ensure that the Supervisor II meets expectations.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II directly supervises the work of the Supervisor Is and provides oversight and direction to Children's Residential Program's Policy Bureau staff. The Manager has complete managerial responsibility for assigning work, monitoring and evaluating performance, providing guidance and direction and documenting results.

D. PERSONAL CONTACTS:

To manage and oversee the coordination and implementation of policy and procedural activities related to CCLD programs. The Supervisor II maintains frequent contact with Regional Office Managers and Supervisors, Central Operations Branches and Headquarters staff, and other program management personnel both within and outside the Division and Department. This includes collaboration with units such as the Children and Family Services Division, Department of Health Care Services, Department of Developmental Services, Department of Education, Budget Bureau, EEO, Personnel, Labor Relations, Training, Accounting, Business Services, and Legal. The position also engages with licensees and applicants, legislators, and the public.

E. ACTIONS AND CONSEQUENCES:

The Supervisor II must exercise sound judgment, extreme confidentiality, open-mindedness, flexibility and demonstrate an ability to act independently. Failure to do so could result in adverse policy consequences within the Program. Failure to take appropriate and timely action regarding legal issues could result in leaving vulnerable clients at risk.

F. OTHER INFORMATION:

Must be able to objectively handle complex policy issues, systems and organizational issues and diplomatically work with the Regional Managers, County Welfare Administrators, Representatives of the provider community and staff from other divisions and community agencies.