

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-253-5402-955

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

FEED/CalFresh Branch

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

CalFresh Policy Bureau/Policy Section B

SUPERVISOR'S NAME:

Amber Bonilla

SUPERVISOR'S CLASS:

Supervisor II

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)*

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.

N/A

Total number of positions for which this position is responsible:

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

N/A

MISSION OF ORGANIZATIONAL UNIT:

The CalFresh Policy Bureau in the CalFresh Branch is responsible for providing policy and program guidance for California's Supplemental Nutrition Assistance Program (SNAP), known as CalFresh. The Bureau reviews and interprets state and federal legislation and provides written guidance to California's 58 counties to properly implement the SNAP program at the local level.

Within the Bureau, the Analyst III's mission is to uphold their role successfully as the CalFresh student specialist by fulfilling the requirements of Assembly Bill (AB) 79. This includes facilitating stakeholder coordination and workgroup meetings, developing and facilitating relevant and required trainings, and completing legislative reporting; along with other essential duties related to CalFresh student eligibility.

CONCEPT OF POSITION:

Under the direction of the CalFresh Policy Section Chief (Supervisor II), the Analyst III performs duties related to implementing and supporting federal and state legislation; coordinating and facilitating required stakeholder engagement, training, and legislative reporting efforts; and general CalFresh essential policy-related duties. The Analyst III serves as a liaison between the Department and County Welfare Departments; higher education segments including the California State University, California Community Colleges, and University of California; campus basic needs centers; the Center for Healthy Communities at CSU, Chico; and other relevant stakeholders, as a subject matter expert in CalFresh student eligibility.

A. RESPONSIBILITIES OF POSITION:

30% Track progress of AB 79 and associated statutory deliverables. Independently coordinate, facilitate, and maintain progress of the quarterly stakeholder workgroup, including the management, tracking, and documentation of deliverables produced by the workgroup. Regularly engage with a wide range of stakeholders including County Welfare Departments; higher education segments including the California State University, California Community Colleges, and University of California; campus basic needs centers; the Center for Healthy Communities at CSU, Chico; and other relevant stakeholders, including but not limited to program advocates; CWDA; and CalSAWS. Prepares meeting agendas, facilitation materials, summaries, and action items to ensure accountability and follow-through. Represents the Bureau and Branch and facilitates meetings with stakeholders. Demonstrates tact, good judgment and effective written and verbal communication.

30% Develop training materials with Subject Matter Experts and facilitate required trainings, including the management and distribution of follow-up training materials, questions, and surveys, using methods including but not limited to specialized trainings, workshops, webinars, and the development of online resources and toolkits. Lead the development and design of training curriculum and materials, including fact sheets, templates, guides, readiness assessments, and program evaluation tools. Coordinates training logistics, participant communications, and post-training follow-up to ensure accessibility and consistency. Assist in adapting tools and identifying best practices to support positive learning outcomes.

20% Coordinate activities associated with the timely drafting, review, finalization, and successful submission of the AB 79 legislative reports every three years. Plan and facilitate stakeholder engagement with Subject Matter Experts on legislative report development; develop, implement, and track timelines; and ensure appropriate oversight throughout report development process. Compile, analyze, and synthesize stakeholder gathered data to inform report findings and recommendations. Lead and attend related meetings and provide Bureau and Branch leadership with ongoing updates on legislative report status and progress.

10% Provide technical assistance, guidance, and general oversight to counties, higher education segments, and campus basic needs centers; and respond to general inquiries related to the implementation of AB 79. Ensures consistent interpretation and application of policy guidance. Represent the Branch and Bureau in regular meetings with counties, advocates, and other internal and external groups regarding CalFresh student eligibility.

5% Develop and provide Branch and Bureau leadership with recommendations related to CalFresh student eligibility policy implementation and stakeholder engagement strategies. Act as a Subject Matter Expert in the area of CalFresh student eligibility. Identify emerging issues, implementation challenges, and opportunities for policy and process improvements.

5% Performs other duties as required, including Supervisor II duties when the CalFresh Policy Section Chief is not available.

B. SUPERVISION RECEIVED:

The Analyst III receives direction from the Supervisor II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III may act in a lead capacity during the absence of the Supervisor II or Manager II.

D. PERSONAL CONTACTS:

The Analyst III has frequent contact with federal government staff; departmental, administrative, program and fiscal staff; County Welfare Departments; higher education segments including the California State University, California Community Colleges, and University of California; campus basic needs centers; the Center for Healthy Communities at CSU, Chico; program advocates; the County Welfare Directors Association (CWDA); and the California Statewide Automated Welfare System (CalSAWS).

E. ACTIONS AND CONSEQUENCES:

The CalFresh Student Specialist presents a significant enhancement of the Department's ability to deliver effective CalFresh student eligibility leadership and guidance to adequately manage the timely implementation of AB 79. Incorrect implementation of legislation and support for CalFresh student eligibility can result, first and foremost, in a loss of benefit access among eligible Californians, as well as federal administrative and fiscal sanctions; negative impact on departmental and county operations; and legal action against the Department.

F. OTHER INFORMATION: