

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-251-4801-003

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

FEED/Nutrition Programs

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

Community Partnerships/Emergency Food Programs

SUPERVISOR'S NAME:

Brian Kaiser

SUPERVISOR'S CLASS:

Manager 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)

Travel up to 25% may be required for site visits, conferences, meetings, or other related responsibilities.

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.

- (3) Supervisor I  
(3) Staff Services Manager I - Specialists

Total number of positions for which this position is responsible: (6)

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

MISSION OF ORGANIZATIONAL UNIT:

The Nutrition Programs Branch at the California Department of Social Services (CDSS) oversees federal and state-funded assistance programs including CalFresh Employment and Training, SUN Bucks, CalFresh Outreach, and several food assistance programs implemented via a network of food banks.

The Emergency Food Programs Section (EFPS) directly oversees the management of two federal food assistance programs -- the Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP) -- as well as a variety of state-funded assistance programs such as the Tribal Nutrition Assistance Program (TNAP), the CalFood program, Diaper and Wipes program, Food Bank Capacity program, the Emergency Food for Families Fund, and others. The mission of this Section is to ensure the food banks who are partnered with CDSS have the resources and support they need to serve California's most vulnerable population.

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**CONCEPT OF POSITION:**

Under the general direction of the Community Partnerships Bureau Manager (Manager II), the Supervisor II manages the Emergency Food Programs Section (EFPS). The EFPS Supervisor II is directly responsible for planning, organizing and managing the functions and staff activities of three units in the section, including the work of three specialists. The Supervisor II works closely with the Manager II to ensure staff in the section perform to a high standard to fulfill the mission of the programs and execute vision of the leadership team.

**A. RESPONSIBILITIES OF POSITION:**

**PROGRAM LEADERSHIP:**

30% Works closely with the Manager II and Nutrition Programs Branch Manager to develop, communicate and execute the vision for assistance programs that are aligned with Branch, Division and Department goals. This includes providing oversight and guidance to EFPS managers (Supervisor I) to ensure equitable resource allocation to program partners and communities; representing the Department's position in negotiations or discussions with federal and state agencies, and recipient advocate organizations; speaking publicly at various forums on behalf of the Department regarding California's role in providing emergency food assistance; briefing CDSS executive management team on the status of the emergency food programs; and working with EFPS managers (Supervisor I) to provide staff engagement and team building opportunities.

**ADMINISTRATIVE OVERSIGHT:**

30% Works with EFPS managers and staff to develop and manage agreements with partner organizations to implement programs. This includes working with EFPS managers to provide oversight, training and strategic direction to CDSS' contracted intermediary services provider; directing the preparation and implementation of the annual state program plans, which are submitted to federal partners; working with EFPS staff to collect all elements such as staffing, budget, and programmatic data necessary to secure federal state program plan approval.

15% Reviews and approves EFPS staff work related to invoicing and account reconciliation to ensure timely and accurate payments are made to partner organizations and maintains strict fiscal control of program resources.

**STAKEHOLDER ENGAGEMENT:**

10% Leads stakeholder engagement processes with external partners to solicit feedback on program implementation and provide regular programmatic updates. This includes facilitating and maintaining collaborative working relationships with Federal, State, and private non-profit partners as well as responding to comments, concerns and inquiries from the public, recipient advocate organizations, the legislature, federal agencies, et al.

10% Responds to Federal program management evaluations to ensure program compliance from all partners, and if necessary, developing corrective action plans. Ensures EFPS teams conduct regular site visits in accordance with State and Federal requirements.

5% Acts in the Bureau Manager's absence and performs other duties as assigned.

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B. SUPERVISION RECEIVED:

The EFPS Supervisor II receives general direction from and reports directly to the Community Partnerships Bureau Manager II.

C. ADMINISTRATIVE RESPONSIBILITY:

The EFPS Supervisor II is responsible for the maintenance of current policies and procedures and all management functions of the Section.

D. PERSONAL CONTACTS:

The EFPS Supervisor II represents the department in discussions with Federal partners, community based organization program managers, recipient advocate groups, legislative staff, members of the press, and management from other state departments (California Department of Finance, California Department of Food and Agriculture, etc.) The EFPS Supervisor II also briefs CDSS executive staff and is in frequent contact with the management of other departmental entities.

E. ACTIONS AND CONSEQUENCES:

The EFPS Supervisor II makes decisions that directly affect the statewide administration of the Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP) and several state-funded assistance programs. Poor decisions can result in federal sanctions and litigation. Faulty judgment could undermine the effectiveness of the programs, negatively impact recipients, jeopardize federal financial participation, compromise working relationships with counties/federal agencies and diminish the department's credibility.

F. OTHER INFORMATION:

The EFPS Supervisor II directly manages three units - (1) State Food Programs Unit and (2) Federal Food Programs Units - along with (3) Staff Services Manager I - Specialist positions.

Staff are primarily located at the CDSS Headquarters located at 744 P Street in Sacramento, CA.

Telework opportunities are available for this position and for the staff in this section.

Travel in state or out of state may be required (up to 25%).