

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

292-5393-731

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

FEED/Child &amp; Adult Food Programs Branch

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

Operator Support and Fiscal Oversight/Operator Support

SUPERVISOR'S NAME:

Stephanie Collett

SUPERVISOR'S CLASS:

Child Nutrition 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)*

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.

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.

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 Child and Adult Care Food Program (CACFP) is a federal and state program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

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**CONCEPT OF POSITION:**

Under the direction of a Supervisor I within the Department of Social Services, Family Engagement and Empowerment Division (FEED) Child and Adult Care Food Program (CACFP). The Analyst II performs the more complex, difficult, and sensitive tasks in providing information, leadership, and services to CACFP operators. The AGPA will serve as the fiscal subject matter expert and review CACFP Operators' compliance with applicable state laws and federal regulations. This position requires at least (add percentage) percent travel. Travel is expected throughout California.

A. RESPONSIBILITIES OF POSITION:

25% Plan and schedule Compliance Reviews (CR's) of CACFP operators in accordance with program regulations. Coordinate with CACFP program operators which include childcare centers, family day care homes, adult care centers, at-risk after school and emergency shelters. Complete tasks associated with the preparation and completion of technical pre-review work of CR's, including but not limited to: pre-review workshops and technical assistance provision, annual calendar setting, and electronic file set up.

25% Conduct full fiscal analysis of program records during the CR, acting as point of contact for participating CACFP operators. This includes but is not limited to: providing fiscal technical assistance, developing resource materials and training for both staff and operators, interpreting federal fiscal oversight requirements, and working in coordination with the Program Integrity Section to help determine accurate fiscal action.

20% Responsible for documentation of Compliance Review activities and follow-up corrective action. These tasks include but are not limited to drafting interaction and communication timelines, drafting summation reports that summarizing CR findings, citing regulations and requesting additional supporting documentation when appropriate. Interpret and analyze state and federal laws in response to local inquiries. Implement new regulations and guidance about departmental policies affecting. Coordination with the Program Integrity Section to help determine accurate fiscal action. Additionally, Analyst II must also provide guidance and technical assistance to CACFP operators as they complete their corrective action documentation, provide input on the performance of operators that may be facing possible Seriously Deficient determinations.

15% Educate, train, and provide direct technical assistance to program operators, on the administration CACFP regulations, process and procedures. Educate CACFP operators on program management and serve as a team trainer for conducting compliance reviews for current and new staff. This includes the development, delivery and dissemination of training materials for CACFP staff, operators and stakeholders.

10% Work collaboratively within the branch, division, department and with community stakeholders to cultivate positive and productive relationships amongst diverse groups of current and potential partners. This may also include but is not limited to participation in workgroups, advisory boards, discussion panels and providing feedback on public facing materials.

5% Other duties assigned

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B. SUPERVISION RECEIVED:

The Analyst II will receive direct supervision from the Child Nutrition Supervisor I. On a day-to-day basis the Analyst II is expected to operate at a journeymen level, operating with a great amount of subject matter expertise and excellent judgment as well as the ability to adequately prioritize work and manage workload.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II will be responsible for evaluating CACFP Operators and their respective sites through the applicable state and federal regulations via the Compliance Review process

D. PERSONAL CONTACTS:

The Analyst II has regular contact with all levels of COSS staff and is expected to effectively communicate with peers, management, CACFP stakeholders and CACFP Operators.

E. ACTIONS AND CONSEQUENCES:

The Analyst II displays expertise in parts of the Compliance Review process and is expected to be a Subject Matter Expert in technical parts of the Compliance Review process, particularly the financial evaluation of the Compliance Review process. The ideal candidate should be versed in the governing federal & state regulations that dictate the program. Good judgment in making recommendations and the ability to critically evaluate programs, set priorities and manage time is essential to the success functioning of this position. Failure to exercise good judgment could result in misspent program dollars, litigation against the department, and/or the deprivation of services to CACFP recipients

F. OTHER INFORMATION:

Excellent interpersonal skills are essential to this position. The ideal candidate must have the ability to work well under pressure and adapt to changing priorities and work environment.