

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Current/Proposed)

CLASSIFICATION:

Support Services Assistant

POSITION NUMBER:

529-1432-910

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

Children and Family Services Division

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

CWLEB/RPMU

SUPERVISOR'S NAME:

Stevie Rodgers

SUPERVISOR'S CLASS:

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*)

Fingerprint clearance required  
Valid California Drivers License required

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:

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

MISSION OF ORGANIZATIONAL UNIT:

The Children and Family Services Division (CFSD) provides leadership and oversight of county and community agencies in the implementation of child welfare services programs through regulations, training, technical assistance, incentives and program evaluations.

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**CONCEPT OF POSITION:**

Under direct supervision of Supervisor I of the Reporting, Planning and Monitoring Unit in the Child Welfare Learning and Evaluation Bureau, the Support Services Assistant (SSA) is responsible for providing reasonable accommodations to the special needs of an Analyst II.

**A. RESPONSIBILITIES OF POSITION:**

35% Performs support services for the Analyst II in order to provide for a comfortable work setting which includes personal care, activities may include but are not limited to: assisting with meals, repositioning in wheelchair, tending to external personal care needs. Provides support services and reasonable accommodation to the physical limitations of Analyst II daily occupational functions; and lifts up to 25 pounds as needed.

35% Assist the Analyst II with various internal and external occupational related meetings, trainings, and other functions that require the Analyst II to leave the immediate work environment. Assisting with and/or providing transportation for occupational related events, functions, or meetings as needed, may include but is not limited to: assisting the Analyst II with utilizing public or private transportation, or driving an accessible vehicle to transport the Analyst II to an occupational related event, meeting, function, etc.

25% Assist with light clerical services such as, but not limited to: filing, mailing letters, retrieving items, using the multi-function copy machine and other office equipment in an effective and appropriate manner. Assist with basic setup of special equipment necessary for the Analyst II. Assist the Analyst II with ensuring that the desk and workspace remains organized and clean.

5% Other duties related to tending to the support services needs of the Analyst II, and mitigating the physical limitations of the Analyst II in the workplace.

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B. SUPERVISION RECEIVED:

The SSA receives general instructions from the Supervisor I and the Analyst II.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SSA-G has contact with the Analyst II and other state staff.

E. ACTIONS AND CONSEQUENCES:

The SSA-G provides reasonable accommodation to the physical limitations of the Analyst II. Consequences of not performing job duties include the AGPA being unable to perform all operational requirements of the position.

F. OTHER INFORMATION:

Intermittent travel may be required.