

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

262-5393-702

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

FEED/ CalWORKs & Family Resilience/ Sacramento

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

Early Engagement & Program Section, CFR Unit (262)

SUPERVISOR'S NAME:

Cindy Duong

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the OMV 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.

May lead two to four Analyst 11, as needed, and perform functions of a unit supervisor for up to four analysts in Supervisor I's absence.

MISSION OF ORGANIZATIONAL UNIT:

To provide data evaluation, policy and instructions and oversight of the California Work Opportunity and Responsibility to Kids (CalWORKs) program (welfare in California) to 58 county welfare departments. The CalWORKs program provides cash assistance and supportive services to needy families as they work their way to self-sufficiency.

CONCEPT OF POSITION:

Under direction of the Unit Supervisor, Analyst II will perform analytical activities including technical assistance to county welfare departments regarding the CalWORKs program. This includes, with limited assistance by the Unit supervisor, providing guidance to county welfare departments regarding program regulations through verbal and written policy interpretations and statewide policy instructions, reviewing county data and responding to county questions, analyzing proposed and existing statute and regulation, developing, drafting, and issuing regulations, collaborating with various stakeholder groups regarding policy development, and coordinating and participating in county policy and data reviews.

A. RESPONSIBILITIES OF POSITION:

30% Develop program regulations, program guidance, and technical assistance; prepare and disseminate information on existing and new CalWORKs program law, regulations and policies; communicate the information to counties verbally and in writing by various mechanisms, such as All County Letters and All County Information Notices. Analyze state and federal bills, including drafting documents that include the purpose of the bills, the legislative history of the bills, and recommendations as to whether COSS should support the bills; prepare bill amendments and veto messages for bills related to program areas assigned to the unit; develop new legislative proposals. Provide timely and accurate program consultation services pertaining to CalWORKs requirements to various entities in and outside of the Department; attend regular meetings pertinent to assignments; develop program forms and notices of actions.

30% Participate in and perform remote and on-sight policy and data reviews, and technical assistance with county welfare departments regarding their administration of the program. This includes evaluation of county welfare department policies and procedures to determine compliance with federal and state laws and rules, and, when necessary, drafting necessary evaluation summaries of county welfare department program compliance. This also includes providing technical assistance to county welfare departments regarding CalWORKs regulations, policies, data, and systems.

20% Identify statewide and county specific programmatic and operational issues through analysis of caseload data, systemic factors and verbal/written communication with county welfare departments, welfare rights advocates, welfare recipients, inter-departmental staff, and other entities involved in administering, overseeing, or participating in the CalWORKs program. Develop recommendations for management approval to improve county operations by analyzing county performance data through review of state and federal laws and regulations or other formal instructions, with consideration of budgetary constraints.

10% Review, analyze and develop policy initiatives and issues analysis for the CalWORKs program for both state and federal policies. Respond verbally and in writing to requests from welfare rights advocates or other stakeholders to research and/or modify existing policy.

5% Provide program oversight and technical assistance efforts. This includes compiling and issuing information on program oversight and technical assistance models/plans, which includes the development of tools for evaluating county welfare department performance, coordinating logistics and schedules for remote and on-sight visits, and facilitating regionally and statewide the sharing of promising program models and operational practices. Compile, evaluate and analyze data and program policies from county welfare department visits and related presentations.

5% Assist the Unit supervisor, Section and/or Bureau Chief with the coordination of recruitment efforts and in the drafting of budget change proposals, when needed. In addition, provide support through the development of fact sheets and press releases. Develop speech materials or talking points for management presentations before federal administrators, state and county officials, county advocacy groups, and the general public. Provide response to all letters from the Legislature, counties and other organizations pertaining to CalWORKs policies.

Essential functions include communication and the ability to maintain effective working relationships, ability to organize and set priorities. Written products will be developed through the use of Microsoft software (Word, Excel, PowerPoint, Outlook, etc.). Working with other computer software programs may be required.

B. SUPERVISION RECEIVED:

The Analyst II receives direction and reports directly to Supervisor I and is required to exercise a great deal of independence in completing staff work and providing sound advice and recommendations to management on complex and controversial issues.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has regular contact with all levels of departmental staff. There are frequent contacts with staff from other state agencies, public and private organizations, federal agencies, and county welfare departments. There is also occasional contact with CalWORKs applicants seeking assistance on issues they are facing in receiving services from their county welfare department.

E. ACTIONS AND CONSEQUENCES:

Recommendations developed by the Analyst II will be the basis for making policy decisions affecting CalWORKs clients and administration of the program at the local level.

Recommendations and policy instructions to county welfare departments must take into consideration all factors and alternatives to ensure that sufficient information is provided to management to make sound decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect CalWORKs client.

F. OTHER INFORMATION:

The position requires excellent communication and data analysis skills, including the ability to prepare extensive written analyses of complex program issues, often with short time constraints, as well as good oral presentation skills. The ability and desire to read and interpret data is critical. Knowledge of CalWORKs program rules and requirements, the legislative process, the use of government codes and regulations, and government administrative processes and terms is desirable. The Analyst II must be flexible, have good interpersonal skills, strong communication skills, be able to work under pressure, and be capable of working independently. Due to the complex and critical assignments, good attendance is expected. Permanent telework options are available. Some travel is required. If the candidate chosen for hire is eligible based upon an employment list certified pursuant to Government Code section 19057.1, the job offer shall be made no later than 180 calendar days after the certification date for non-peace officer classifications and no later than 365 working days after the certification date for classifications requiring background checks.

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Vacant

CLASSIFICATION:

Analyst I

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FEED / CalWORKs & Family Resilience / Sacramento

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

Early Engagement & Program Section, CFR Unit (262)

SUPERVISOR'S NAME:

Cindy Duong

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

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- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
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SUPERVISION EXERCISED *(Check one)*:

- None
 Supervisor
 Lead Person
 Team Leader

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CONCEPT OF POSITION:

Under the supervision of the supervisor I, the Analyst I will perform analytical activities including technical assistance to county welfare departments regarding the CalWORKs program. This includes, with assistance by the Unit Manager, providing guidance to county welfare departments regarding program regulations through verbal and written policy interpretations and statewide policy instructions, reviewing county data and responding to county questions, analyzing proposed and existing statute and regulation, developing, drafting, and issuing regulations, collaborating with various stakeholder groups regarding policy development, and coordinating and participating in county policy and data reviews.

A. RESPONSIBILITIES OF POSITION:

30% Assist in developing program regulations, program guidance, and technical assistance; prepare and disseminate information on existing and new CalWORKs program law, regulations and policies; communicate the information to counties verbally and in writing by various mechanisms, such as All County Letters and All County Information Notices. Participate in analyzing state and federal bills, including drafting documents that include the purpose of the bills, the legislative history of the bills, and recommendations as to whether CDSS should support the bills; prepare bill amendments and veto messages for bills related to program areas assigned to the unit; develop new legislative proposals. Provide timely and accurate program consultation services pertaining to CalWORKs requirements to various entities in and outside of the Department; attend regular meetings pertinent to assignments; develop program forms and notices of actions.

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B. SUPERVISION RECEIVED:

The Analyst I receives direction and reports directly to the Supervisor I and is required to exercise increasing independence in completing staff work necessary for sound advice and recommendations to management on less complex and controversial issues.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I has regular contact with all levels of departmental staff. There are frequent contacts with staff from other state agencies, public and private organizations, federal agencies, and county welfare departments. There is also occasional contact with CalWORKs applicants seeking assistance on issues they are facing in receiving services from their county welfare department.

E. ACTIONS AND CONSEQUENCES:

Input given by the Analyst I will be the basis for making policy decisions affecting CalWORKs clients and administration of the program at the local level.

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