

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

880-4800-910 - Proposed

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

Community Care Licensing Division

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

Children's Residential Program Office

SUPERVISOR'S NAME:

Fernando Sandoval

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)

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation.

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.

The Supervisor I provides direction and supervision to the staff in the Children's Residential Policy Unit which includes 3-5 Analyst II's.

Total number of positions for which this position is responsible: 3-5

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

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Children's Residential Program to protect and improve the lives of all youth who reside in a community care facility through the administration of a transparent licensing system that is collaborative, fair, and supportive of families.

The Children's Residential Policy Unit prepares bill analyses and develops policies, procedures and regulations governing children's residential community care facilities. The Program also works closely with client advocates, care providers, the legislature and the public on issues affecting the community care facilities under its jurisdiction.

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**CONCEPT OF POSITION:**

Under the direction of the Supervisor II in the Children's Residential Program Office, the Supervisor I in the Children's Residential Policy Unit manages and performs an array of administrative, planning and policy related duties. The Supervisor I plans, organizes and directs the work of 3-5 analysts responsible for the review and analysis of legislation and the development of policies, procedures and regulations from initiation to completion that promote the health, safety and quality of life of clients in licensed children's residential community care facilities.

**A. RESPONSIBILITIES OF POSITION:**

35% Plan, prioritize and schedule work assignments in the Children's Residential Policy Unit to ensure maximum operational effectiveness and completion of assignments.

Provide direction to Analyst II/ Analyst I for analysis and implementation of legislation, participate in meetings with State control agencies and in legislative deliberations/briefings.

Oversee the development and implementation of policy, procedural changes and regulations to meet identified need.

30% Plan, prioritize and review staff's legislative analyses, regulatory development and policy development and provide policy clarification and feedback on work products.

Represent the Department in meetings with a variety of interested partners; encourage the development of partnerships with stakeholders through trust, integrity and honesty.

Ensure cooperation and coordination to enhance the success of projects through interactions with CCLD licensing offices and stakeholders.

10% Coordinate and work on legislation, regulations and policy development with the managers of the Children's Residential Program, Caregiver Background Check Bureau, Division Administrative Support Bureau, and with other Division and Department managers as needed.

10% Apprise Supervisor II of all Children's Residential Policy Unit activities and problems on an ongoing basis.

5% Present to management, licensing staff, Department staff, and provider associations regarding the Children's Residential Policy Unit's areas of responsibility.

5% Identify Children's Residential Policy Unit's staffing and training needs.

5% Complete tasks related to managing the performance of staff including attendance, performance evaluations, probationary reports, documentation of performance problems, and disciplinary actions.

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B. SUPERVISION RECEIVED:

The Supervisor I reports to and receives supervision from the Policy Unit Supervisor II in the Children's Residential Program Office, as well as from the Children's Residential Program Administrator.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for the assignment, management and completion of all Program projects and activities, and for the management of personnel activities related to the Children's Residential Policy Unit.

D. PERSONAL CONTACTS:

The Supervisor I has frequent contact with the Supervisor II, Program Administrator, and other Bureau and Branch Chiefs to plan and direct Program activities. Additionally, the Supervisor I may be required to coordinate the implementation of policy and procedural activities concerning CCLD programs with other managers in the Division, Regional Offices and Program Administrator Offices, and representatives of provider and advocate associations.

E. ACTIONS AND CONSEQUENCES:

The Supervisor I exercises judgment in making decisions affecting all aspects of the Children's Residential Policy Unit. Inadequate services could result in failure of the Division and the Department to meet its program mandates which could result in an unfavorable image of the Department and Administration. Poor judgment and decisions can adversely impact Unit, Program and Division morale and effectiveness and diminish the department's credibility with the public and provider community .

F. OTHER INFORMATION:

Experience in licensing program operations, policy and regulation development, and legislative analysis is desirable. Must be able to write, articulate clearly, make oral presentations, maintain composure in stressful situations and be able to travel (sometimes overnight). Program knowledge of the client populations is also desirable.