

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-291-5393-708

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

FEED/Child and Adult Care Food Program Branch

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

Engagement and Empowerment Unit (EEU)

SUPERVISOR'S NAME:

Grace Princen

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)

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-funded program that provides reimbursements for nutritious meals and snacks served to eligible children and adults who are enrolled for care at participating child care 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 daycare 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 the Supervisor I in the EEU of the CACFP Branch, and working cooperatively with program units, managers/supervisors, Bureau Chiefs, and Branch Chiefs throughout CDSS, the Analyst II independently performs duties in the areas of equity advancement, partner engagement, and program accessibility with an emphasis in consulting on equity strategies and change management in the implementation of the Family Engagement and Empowerment Division's Equity Action Plan (FEAP).

**A. RESPONSIBILITIES OF POSITION:**

30% Equity Initiatives Implementation: Lead the implementation of the FEAP activities related to advancing equity and inclusion for CACFP Operators and CACFP meal recipients. The FEAP is intended to guide the development of the program level activities to promote equity in the CACFP and action items to increase program access and elimination of inequitable and systemic barriers. Coordinate the Branch's Equity Team to identify strategies to incorporate principles of DEI into program policies, procedures, and oversight of the CACFP through change management strategies. Participate in DEI related committees, work groups, workshops, and continue to stay involved and abreast of changing laws, rules, and orders related to DEI. Collaborate and maintain relationships with CACFP Operators, as well as internal and external partners. Facilitate equity discussions and branch-level workgroups as needed.

30% Community Liaison: Lead and coordinate work group efforts internally and externally, to develop and support transformational policies and procedures related to, or involving equity initiatives. Activities include understanding and advancing community engagement, to include underserved populations, rural communities, tribal groups, and partnering entities in order to provide the highest understanding of the communities we serve, and bridging known or discovered equity gaps.

20% Partner Engagement: Lead the coordination and implementation of the CACFP Strategic Engagement Plan that is aimed to systematically increase the level of partner input CDSS receives on the policies, procedures, and administration of the CACFP. This includes ensuring equitable partner engagement and feedback for the branch to inform policy, legislation, regulations, and process improvements.

10% Information Liaison: Serve as the information liaison for the section by working with the Analytics and Improvement Unit to collect equity related information needed to guide and support decision making. Create standard reports on diversity and inclusion metrics for internal purposes as well as share out information, reports, and presentations for internal and external partners.

10% Administrative: Communicate effectively with a diverse group of people, both orally and in writing. Create and maintain procedural and job aid documents, with training as necessary. Participate in staff meetings, keep supervisor apprised of the status of projects and problems; some travel may be required with regards to presentations at conferences and workshops; assist other staff with critical projects and problems; and perform other job-related duties as required.

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B. SUPERVISION RECEIVED:

The Analyst II receives general direction from the EEU Supervisor I and may also receive instructions and guidance from the management team within the CACFP Branch. On a day-to-day basis the Analyst II is expected to operate independently while updating the EEU Supervisor I regularly on the status of assignments, problems impeding progress and potential legal ramifications, partner or contractual issues and controversies. The Analyst II must exhibit excellent judgment about when to seek direction and when to make independent decisions.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst II has regular contact with internal Branch; Division; and department staff at a variety of levels. The Analyst II is also in contact with CACFP partners, CACFP Operators, representatives from USDA, other federal, state, and local governmental agencies, and legal staff.

E. ACTIONS AND CONSEQUENCES:

The Analyst II makes recommendations regarding equitable access to nutrition programs and services for all communities, including removing barriers to access pursuant to Federal guidelines. Therefore, good judgment in making recommendations, and having proficient knowledge in Microsoft software applications is critical in order to meet the responsibility to evaluate and maximize the effectiveness of work processes. Failure to use good judgment could result in misspent program dollars, or litigation against the department, and/or the deprivation of adequate training and services to CACFP recipients.

F. OTHER INFORMATION:

The Analyst II must have good interpersonal verbal and written communication skills, and the ability to interact with a diverse community ranging from high level officials to program recipients. The Analyst II must have the ability to work well under pressure, adapt to changing priorities and work environments, and demonstrate initiative and resourcefulness to ensure the timely completion of assignments.