

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

292-4802-xxx

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

Child and Adult Care Food Program Branch

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

Operator Support and Fiscal Oversight Bureau

SUPERVISOR'S NAME:

Jessica L. Dailey-Keithline

SUPERVISOR'S CLASS:

Manager 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)*

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.

The Supervisor II (Sup II) directly supervises Operator Support Section 2, this includes supervising: one (1) Supervisor I, one (1) Child Nutrition Supervisor I, five (5) Analyst IIs, and seven (7) Child Nutrition Consultants.

Total number of positions for which this position is responsible: 14

**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 CACFP is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being. There are four components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, and (4) At-risk After school Care.

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**CONCEPT OF POSITION:**

Under the general direction of the Operator Support and Fiscal Oversight Bureau Chief, the Supervisor II manages the work of Operator Support Sections 2. The Sup II has full responsibility for a wide breadth of highly complex, multidisciplinary, and diverse staff services and program functions, providing direct leadership and guidance to two supervising staff.

**A. RESPONSIBILITIES OF POSITION:**

30% Program Oversight: The Sup II exhibits strong leadership, communication, interpersonal, organizational, problem-solving, and managerial skills to tackle numerous administrative, programmatic, interpersonal and professional development challenges, including:

Supervisory Responsibilities: Mentor and provide directions to subordinates. Supervise, train, and evaluate the performance of staff, take or recommend action with respect to their work performance. Review work products for accuracy and completeness. Recognize staff achievements both formally and informally. Apply preventative and corrective employee supervisory techniques and provide resources for staff to work effectively. Ensure staff understand the Department, Division, Branch and Bureau mission, vision, and goals and how their work relates to those goals. Review and approve travel and leave requests.

25%: Coordination and Technical Assistance: Coordination of technical assistance in the review and resolution of identified administrative/fiscal problems in local programs; administer Operator Support activities including the monitoring and reviewing of nutrition programs to ensure compliance with state and federal laws and regulations. Provide programmatic oversight and resolve sensitive and complex compliance issues.

25% Policy Development/Implementation: Direct the formulation and implementation of strategies to carry out policies, programs, and priorities of the Division including monitoring and implementing strategic goals within assigned functional areas. Anticipate problems and propose alternative solutions for management consideration. Develop and implement policy and propose changes, including legislation, designed to improve the functional areas supervised. Oversee the development and implementation of compliance review instruments, procedures, and guidance materials for local agencies and programs.

20% Administrative Responsibilities: Coordinate with the program managers, Branch Chief and Bureau Chief to set and accomplish the goals and objectives of the Program Integrity and Improvement Bureau. Participate in the on-going process of strategic plan development and implementation. Draft both external facing materials and messaging. Gather feedback and address concerns, clarify policies and procedures, and promote collaboration amongst and with stakeholders. Develop and deliver clear, equity centered messaging and communications that guide staff in integrating equity principles into their daily workload, encourage the identification and understanding of service gaps through an equity focused lens, reinforce equitable practices across teams, and support staff in building authentic, culturally responsive rapport with the communities they serve and with key stakeholders and partners.

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B. SUPERVISION RECEIVED:

The Sup II will receive general program direction from and reports directly to the CACFP Bureau Chief (Manager II). On a day-to-day basis, The Sup II is expected to operate with a significant degree of independence while keeping the Bureau Chief (Manager II) engaged and informed on a timely basis the status of high-level items, impeding progress and potential legal ramifications, stakeholder or contractual issues and controversies. The Sup II must exhibit excellent judgment and the ability to prioritize Branch goals, and ensure policies are properly operationalized and that the budget is expended properly and with the utmost integrity.

C. ADMINISTRATIVE RESPONSIBILITY:

The Sup II is responsible for all management functions of the Bureau including staffing functions, performance management, and the maintenance and effective implementation of guidelines for accurate assessment, review and compliance and timely notification of findings during a review to uphold with integrity the policies and procedures that govern program integrity and improvement practices.

D. PERSONAL CONTACTS:

The Sup II has regular contact with all levels of CDSS staff with more frequent contact with the CDSS Directorate on highly critical and sensitive issues, CACFP stakeholders, CACFP Sponsors and Program Operators, representatives from USDA, other federal, state and local governmental agencies, Department of Finance, the Health and Human Services Agency, food and nutrition advocates, congressional staff and Tribal leaders.

E. ACTIONS AND CONSEQUENCES:

The Sup II exercises judgment in planning, organizing, directing the workload and ensuring consistency in the work performed by the employees of the unit. The Sup II ensures that the findings/recommendations made by staff regarding audits/program integrity and monitoring align with Federal guidelines and CACFP bulletins/notices; provides coaching to first line management staff; identifies errors/problems/solutions relative to program integrity/compliance standards. Therefore, good judgment in making recommendations, ability to accurately capture findings of audits and specify them in writing is critical to meet the responsibility to evaluate and maximize the effectiveness of work processes, having accurate and consistent information on which to base findings and meeting time frames associated with standardized work processes. Failure to use good judgment in handling sensitive and confidential material and in imparting information could result in misspent program dollars, or litigation against the department, and/or the deprivation of services to CACFP recipients.

F. OTHER INFORMATION:

The Sup II must be flexible, have excellent judgment and interpersonal skills, exceptional leadership and team building skills, the ability to interact with high level officials and program stakeholders. Must also have excellent verbal and written communication skills, and the ability to work well under pressure, utilize initiative and resourcefulness with ensuring the timely completion of staff assignments within the Bureau.