

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

292-4800-XXX

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

Child and Adult Care Food Program

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

Operator Support and Fiscal Oversight Bureau

SUPERVISOR'S NAME:

Vacant

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)*

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 I (Sup I) position directly supervises, supports, and evaluates the performance of six (6) Compliance Review staff consisting of four (4) Child Nutrition Consultants and two (2) Analyst IIs.

Total number of positions for which this position is responsible: 6

**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 program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare 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 day care 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:**

The Sup I reports to the Operator Support Section II Section Supervisor. They are tasked with providing analytical and programmatic support to Operator Support and Fiscal Oversight Bureau (OSFOB) management which oversees agencies participating in the Child and Adult Care Food Program (CACFP) to ensure compliance with federal and state regulations, offering training and technical assistance. This position may require travel up to 30 percent.

**A. RESPONSIBILITIES OF POSITION:**

**Staff Supervision (35%):** Provide direct supervision to six (6) Compliance Review staff within the Operator Support and Fiscal Oversight Bureau, overseeing programmatic and fiscal tasks and technical assistance related to Compliance Reviews. This includes but is not limited to: planning, organizing and disseminating the Compliance Review workload, monitoring and evaluating staff performance expectation documentation as needed, managing staff training needs, arranging and approving training sessions, and recognizing staff achievements. The appropriate candidate should be skilled in applying appropriate supervisory techniques to prevent and correct issues, ensuring staff compliance with federal and state laws and CACFP regulations.

**Program Support and Administration (25%):** Develop and implement strategies to execute fiscal and programmatic policies, programs, and priorities CACFP Compliance Reviews.

Collaborate with USDA and other CDSS divisions on program-related matters, identifying and resolving serious deficiency issues, leading complaint investigations, and resolving compliance issues. Responsible for reviewing, approving, and ensuring accuracy of all compliance reviews, corrective actions, and supporting documentation. Lead streamlining efforts to support efficiency within the program.

**Work Product (20%):** Oversee the preparation of staff work assignments, including but not limited to, editing submitted materials, coaching staff in the preparation of assignments for upper management and the development of public facing presentations. Developing staff expertise and assigning appropriate staff to workgroups and collaborative projects and initiatives.

**Administrative Responsibilities (10%):** Ensure the team is appropriately staffed and trained by conducting personnel interviews, overseeing staff onboarding process and ensuring completion of mandatory training. Manager is responsible for tracking travel expenses appropriately, prepare fiscal documents to support FSB review staff findings and technical assistance of operators. Attend and conduct staff meetings, anticipate bureau needs, and develop and track FSB staff travel expenditures. 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.

**Internal and External Representation (5%):**

Act as a representative for FSB at meetings, conferences, and professional gatherings, engaging with USDA staff, program directors, advocacy groups, and state agency staff to gather feedback and promote networking. Act as a liaison to other sections within the CACFP branch.

**Other Duties as Assigned (5%).**

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B. SUPERVISION RECEIVED:

The Sup I will receive general program direction from and reports directly to the Supervisor II (Sup II). On a day-to-day basis, The Sup I is expected to operate with a significant degree of independence while keeping the Sup 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 I 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 I is responsible for management functions of the bureau including staffing functions, performance management, the maintenance and effective implementation of guidelines for accurate assessment, review, 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 I has regular contact with all levels of CDSS staff, 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 I exercises judgment in planning, organizing, directing the workload, and ensuring consistency in the work performed by the employees of the unit. The Sup I must ensure that the staff they oversee have the tools, knowledge and skills to provide proper support and oversight to staff who provide direct support to CACFP program operators and sponsors. Therefore, good judgment in making recommendations, ability to understand the program and make best use of staff skills and abilities is imperative.

F. OTHER INFORMATION:

The Sup I 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.