

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION: Analyst II	POSITION NUMBER: 800-264-5393-910
<u>DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)</u> FEE Division/CalWORKs and Family Resilience Branch	<u>BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)</u> PIE Bureau/Evaluation section/Home Visiting unit
SUPERVISOR'S NAME: Josephine Wilson	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)*

Travel may be required up to 25% of the time.

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.

N/A

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.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The CalWORKs and Family Resilience Branch provides state-level leadership and coordination for home visiting services to help California Work Opportunity and Responsibility to Kids (CalWORKs) families. The Unit develops and oversees policies to ensure eligible families have access to supportive services such as evidence-based home visiting. The home visiting unit also provides oversight and technical assistance to county welfare departments, in the administration of the Home Visiting Program (HVP). The Unit collaborates with the California Department of Education (CDE), the California Department of Public Health (CDPH), First 5 California and other state agencies to better serve the children and families experiencing poverty in California.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II is responsible for providing data analysis; technical assistance to counties and stakeholders; policy interpretation, contract, and regulation development; and guidance on program outcome and evaluation processes related to the statewide implementation of the HVP. This position will work closely with assigned Counties and the Department's research team to track and review aggregate and client level data collected on a consistent basis. This position will also work closely with stakeholders and contractors of the HVP in order to ensure that an evaluation of the program is completed in a timely and effective manner. Travel may be expected up to 25% of the time.

A. RESPONSIBILITIES OF POSITION:

- 45% Serve as the subject matter expert on the CalWORKs Home Visiting Program. Provide research analysis, monitoring, and technical assistance to county programs implementing the CalWORKs Home Visiting Program. Conduct and/or review analytical studies and surveys, to monitor home visiting model fidelity and performance. Apply advanced analytical techniques using Excel, Tableau, and other tools to prepare, organize and present data in a meaningful way to management. Provide assistance and support to CDSS contractors and county representatives, through regular communication i. e. site visits, written correspondence, phone conferences, etc. Oversight of HVP performance; including the review of county home visitor outcome data as reported in the CDSS CalWORKs data collection systems.
- 25% Provide policy consultation to county programs other departmental units and outside agencies on programs that impact home visiting and the intergenerational approach to service provision. Confer and attend meetings with a wide variety of stakeholders, including CDSS staff and partners to improve service strategies and program outcomes. Coordinate, plan and convene county and stakeholder gatherings to disseminate relevant home visiting information.
- 15% Support and guide the development and implementation of the CalWORKs Home Visiting Program evaluation process. Compile, edit, analyze and interpret statewide and county Home Visiting data and key statutes, regulations, etc.; Identify key performance indicators from available databases, reports, surveys, special projects and demonstrations to track performance. Keep current with data collection instruments, dashboards and summary matrices that monitor program progress and trends. Provide options and recommendations for program implementation and improvement based upon data and broad knowledge of the model requirements for home visiting programs to assess state management information needs.
- 10% Prepare issue papers and recommendations for decisions on program policy matters; collaborate with CDE, CDPH, First 5 and other state agencies to develop joint policies. Prepare regulations and policy instructions to implement new program requirements and policies. Prepare quarterly data reports, statewide program information and guidance for All County Letters, All County Information Notices, memorandums, meeting talking points, etc.
- 5% Perform administrative functions as necessary.

B. SUPERVISION RECEIVED:

The Analyst II receives general instructions and support from the Supervisor I. Project status reports are made and final products are reviewed for completeness and accuracy.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact and attends meetings with other departmental staff, staff from other local, state and federal government agencies, and private/public organizations.

E. ACTIONS AND CONSEQUENCES:

Recommendations are made regarding program policy and fiscal issues and direction for the effective implementation of welfare-related and other child well-being programs. Faulty analysis and recommendations and decisions could result in hindering successful operation of welfare-related and other programs.

F. OTHER INFORMATION:

Knowledge of county CalWORKs program operations; and evidenced-based home visiting is preferred. The position requires excellent communication skills, including the ability to prepare written analysis of complex program issues within prescribed time-frames. Due to the nature of this job, some assignments may be given with tight deadlines. Often the job's goals are fluid and change as the assignment progresses. Therefore, the incumbent must: 1) have the ability to maintain a calm focus to produce a quality product under tight time-frames, 2) be flexible and understand changes in parameters and directions, 3) maintain an open mind and see the philosophical/conceptual basis of alternative positions, and 4) provide rationale for positions. Occasional travel for conferences, and other related meetings or work group involvement may be required. The ability to use computers for composing documents, emails, charts, and spreadsheets is required.

Travel may be required up to 25% of the time.