

State of California - Department of Social Services  
**CURRENT/PROPOSED DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

ANALYST II

POSITION NUMBER:

800-909-5393-720

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

Adult Programs Division APD/CMIPS and System  
 Enhancements Branch (CSEB)

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

Communications, Operations, and Data Analysis (CODA)  
 Bureau-Operations Unit

SUPERVISOR'S NAME:

Deirdre Wheeler

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

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

Deirdre Wheeler

DATE

03/11/2026

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: N/A

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

The mission of the Communications, Operations, and Data Analysis (CODA) Bureau - Operations Unit is to coordinate, develop, and operationalize In-Home Supportive Services (IHSS) program mandated changes to enhance the delivery of services to IHSS recipients through engagement with counties and stakeholders.

---

---

**CONCEPT OF POSITION:**

Under the direction of the Supervisor I, the Analyst II performs complex analytical, policy and technical work in a team setting often collaborating across functional teams, internal and external stakeholders. The Analyst II works simultaneously on multiple assignments and projects related to the In-Home Supportive Services (IHSS) program and the program's Case Management Information and Payrolling System (CMIPS).

**A. RESPONSIBILITIES OF POSITION:****Essential Functions:**

35% Implement new federal and legislatively mandated IHSS initiatives. Uses effective written and oral communication to produce documents to inform counties, departmental staff, stakeholders, and IHSS program recipients and providers of changes relating to new IHSS system policies and procedures. Develop and revise instructional materials, including outreach and training materials and Release Notes, to effectively communicate changes of system policies and procedures. Facilitate and coordinate Adult Program Division (APD) focus groups and stakeholder meetings related to the implementation of new initiatives in IHSS and CMIPS. Conduct and facilitate informational sessions and training webinars with internal and external groups using a variety of electronic platforms (Zoom, Webex, etc.) and monitor the delivery and effectiveness of training materials and make recommendations and/or necessary modifications.

25% Research, analyze, monitor, and develop system policies and procedures to operationalize ongoing CMIPS changes in compliance with federal and state legislation and regulations. Use Microsoft Office suite to create, compile, analyze, organize and present more complex data for use in reports and other tracking activities. Gather, review, and analyze progress through completion of projects and assignments as well as maintain progress reports of current work assignments. Provide oversight to key functions provided by the CMIPS vendor including IHSS Service Desk calls reviews, identification of trends, and provide recommendations and related materials.

20% Analyze federal and state legislation and regulations that may impact APD and CMIPS functions. Develop ADA accessible written and presented materials such as briefing documents, resource guides, recordings, and provide training on IHSS program requirements. Develop IHSS participant information notices and forms. Review, analyze and provide guidance, both verbally and in writing, to complex inquiries from the public, IHSS program participants and providers, state and federal agencies, legislative staff, stakeholders, and county welfare departments on IHSS regulations, policies and procedures. Write CMIPS Policy Interpretations and Issue Papers. Monitor and prepare All-County Letters (ACLs), All-County Information Notices (ACINs), requests and other program directives. Provide effective written and verbal Spanish language translations including but not limited to public inquiries and official correspondence, informational and training materials, presenting webinars, and stakeholder communication.

10% Analyze and evaluate progress and completion of projects and assignments including assessing alternate resolutions and/or formulating action/work plans; provide status and progress reports of current work assignments to management, staff, and internal and external stakeholders.

5% Prepare for and attend team meetings and Bureau/Division meetings as scheduled. The ability to occasionally travel through various modes of transportation.

**Marginal Functions:**

5% Other duties related to the CODA-Operations Unit as needed.

---

---

B. SUPERVISION RECEIVED:

The Analyst II is directly supervised by the unit Supervisor I. The incumbent is required to utilize initiative and resourcefulness in completing assignments accurately and on time.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The Analyst II must have excellent writing and oral communication skills, computer skills, interpersonal communication skills and be able to work well under pressure with minimum direction both individually and in a team setting.