

**DUTY STATEMENT**

ASD 046 (REV. 03/2024)

<b>Type of Duty Statement:</b> Current	<b>Revision Date:</b> 05/05/2026
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**1. Position Information**

<b>A. Employee Name:</b>			
<b>B. Position Number:</b>	<b>C. CBID:</b>	<b>D. WWG:</b>	<b>E. Effective Date:</b>
817-251-5157-709	R01	2	
<b>F. Classification Title:</b>		<b>G. Working Title:</b>	
Analyst I		Data Validation Analyst	
<b>H. Division:</b>	<b>I. Branch/Section/Unit:</b>		
Child Support Services	Data Performance Analysis Branch/Data Reporting & Analysis Section/Data Validation & Application Management(DVAM)		

**2. POSITION REQUIREMENTS**

**Special Requirement:** *Check All that Apply*

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

**A. Special Requirements Description, as applicable:**

The Analyst I must be able to work successfully in a team environment where there is a strong commitment to providing outstanding customer service. Possibility of Limited Travel.

**B. Conflict of Interest Required (Gov. Code 87300, et seq.)?**  Yes  No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

**3. SUPERVISION**

**A. Supervision Received:**

Incumbent reports directly to the Supervisor I of the Data Validation & Application Management(DVAM) Unit.

#### 4. DUTIES AND RESPONSIBILITIES OF THE POSITION

##### CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

##### GENERAL STATEMENT

The Analyst I, under the direction of the Supervisor I, researches, analyzes, and validates child support case data. Responsibilities include reviewing county-reported data for accuracy, preparing statistical and performance analyses, and producing ad hoc reports. The Analyst I supports quarterly Data Reliability Audits with Local Child Support Agencies which helps ensure data accuracy for the annual federal audit.

**A. Percentage of Time Performing Duties**

**B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).**

##### ESSENTIAL FUNCTIONS

**IT Domain:**

*Check All That Apply*

**FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY**

Business Technology Mgmt.

Software Engineering

IT Project Mgmt.

System Engineering

Information Security

Client Services

25 %

Assist with data collection and program projections as needed. Responsible for researching, analyzing, and validating child support cases. Analyze data reliability, consistency and accuracy of data submitted by counties. Evaluate and update state forms, letters, and procedures currently used related to collections and case data within the child support program. Maintain all collected data, organize data in the appropriate database system, and respond to requests for ad hoc reports or data information.

25 %	Assist in reviewing and analyzing statistical reports as mandated by the California Family Code for accuracy of data and performance. Research any discrepancies to ensure accuracy of published data. Provide technical assistance to the department and counties on the submission of required data, and recommend process improvements for the statewide automated system. Produce data reports and spreadsheets (tables, charts and graphs) with data submitted by various sources (including web-based data submitted by all 58 counties) for regular reporting functions and ad hoc requests.
20 %	Maintains and oversees the DPAB mailbox, ensuring timely and accurate communication. Responds to inquiries regarding child support program performance, both verbally and in writing, from internal management, federal partners, the Legislature, local child support agencies, and other public or private stakeholders.

15 %	Assists in conducting quarterly Data Reliability Audits with Local Child Support Agencies (LCSAs) to ensure the accuracy and integrity of data in preparation for the annual Federal Data Reliability Audit. Performs research, case validation, and analysis of county-reported data. Identifies and reconciles discrepancies in reports at both the county and statewide levels. Develops and implements corrective actions when issues are identified to maintain compliance and ensure data integrity.
10 %	Coordinate and attend regularly scheduled and impromptu meetings that topics may include any data issue, including but not limited to, data reliability, OCSE 34-A, CS 1257, OCSE 157, and the automated California child support automation system.

**MARGINAL FUNCTIONS**

5 %	Assists in preparation and circulation of statewide procedural and informational letters to all local child support administrators and other public and private constituencies as required. Prepares presentations on data related information. Performs other duties to support the section and DCSS mission as required.
100 %	<b>TOTAL</b>

**5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

**Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

**Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

**6. OTHER RESPONSIBILITIES**

**A. Independence of Action and Consequences:**

Failure to maintain valid statistical data statewide will result in a failure to provide accurate and comprehensive reports to key county, State and federal decision makers, legislative staff and public constituents thereby putting Child Support Program effectiveness at risk and jeopardizing the positive outcomes for the children of California. Additionally, there is the potential loss of federal incentive funding if data are not accurate.

**B. Personal Contacts:**

This position requires frequent personal communication with local child support offices, other State agencies, legislative staff, federal OCSE staff, various public and private agencies and other Department of Child Support Services staff. Informational presentations to the aforementioned entities may also be required.

**7. Acknowledgements**

**A. Employee's Acknowledgement:** I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation:  **Yes**  **No**

If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee's Name (Print):</b>	
<b>Employee's Signature:</b>	
<b>Date:</b>	

**B. Supervisor's Acknowledgment:** I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

<b>Supervisor's Name (Print):</b>	
<b>Supervisor's Signature:</b>	
<b>Date:</b>	

**DUTY STATEMENT**

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817-251-5393-709	R01	2	
<b>F. Classification Title:</b>		<b>G. Working Title:</b>	
Analyst II		Data Validation Analyst	
<b>H. Division:</b>		<b>I. Branch/Section/Unit:</b>	
Child Support Services		Data Performance Analysis Branch/Data Reporting & Analysis Section/Data Validation & Application Management(DVAM)	

**2. POSITION REQUIREMENTS**

**Special Requirement:** *Check All that Apply*

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

**A. Special Requirements Description, as applicable:**

The Analyst II must be able to work successfully in a team environment where there is a strong commitment to providing outstanding customer service. Possibility of Limited Travel.

**B. Conflict of Interest Required (Gov. Code 87300, et seq.)?**  Yes  No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

**3. SUPERVISION**

**A. Supervision Received:**

Incumbent reports directly to the Supervisor I of the Data Validation & Application Management(DVAM) Unit.

**4. DUTIES AND RESPONSIBILITIES OF THE POSITION**

**CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS**

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

**GENERAL STATEMENT**

Under the general direction of the Supervisor I, the Analyst II performs analysis of program statistics related to general county reported data, prepares performance trend analysis, ad hoc statistical reports, reviews the consistency and accuracy of data submitted by the counties. The Analyst II is responsible for determining data reliability, consistency and accuracy of data submitted by the counties and the development of statewide and county data collection methodology and provide back-up support as needed for the maintenance of the statewide system.

<b>A. Percentage of Time Performing Duties</b>	<b>B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).</b>
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**ESSENTIAL FUNCTIONS**

<b>IT Domain:</b> <i>Check All That Apply</i>	<b>FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY</b> <input type="checkbox"/> Business Technology Mgmt. <input type="checkbox"/> Software Engineering <input type="checkbox"/> IT Project Mgmt. <input type="checkbox"/> System Engineering <input type="checkbox"/> Information Security <input type="checkbox"/> Client Services
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<p>35 %</p>	<p>Responsible for data collection and program projections as needed. Responsible for researching, analyzing, and validating child support cases. Collect and maintain required data, including responsibility for reporting and formatting. Analyze data reliability, consistency and accuracy of data submitted by counties. Evaluate and update state forms, letters, and procedures currently used related to collections and case data within the child support program. Conduct quarterly Data Reliability Audits with LCSAs to ensure accuracy of data in preparation for the annual Federal Data Reliability Audit. Conducts research, case validation and analysis of county reported data. Identify and reconcile discrepancies in reports at the county and statewide level. Maintain branch e-mails and track issues received from the counties. When problems are identified, develop and implement corrective actions to ensure data integrity. Maintain all collected data, organize data in the appropriate database system, and respond to requests for ad hoc reports or data information.</p>
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25 %	Review and analyze statistical reports as mandated by the California Family Code for accuracy of data and performance. Respond to inquiries from Departmental and county staff on state and Federal statistical reports and other research projects and reports as assigned. Research any discrepancies to ensure accuracy of published data. Provide technical assistance to the Department and counties on the submission of required data, and recommend process improvements for the statewide automated system. Produce data reports and spreadsheets (tables, charts and graphs) with data submitted by various sources (including web-based data submitted by all 58 counties) for regular reporting functions and ad hoc requests.
20 %	Responds, verbally and in writing, to questions regarding the child support program performance received from management, the federal government, the Legislature, local child support agencies and other public and private customers.

15 %	Coordinate and attend regularly scheduled and impromptu meetings that topics may include any data issue, including but not limited to, data reliability, OCSE 34-A, CS 1257, OCSE 157, and the automated California child support automation system.
%	

## MARGINAL FUNCTIONS

5 %	Responsible for preparation and circulation of statewide procedural and informational letters to all local child support administrators and other public and private constituencies as required. Prepares presentations on data related information. Performs other duties to support the section and DCSS mission as required.
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## 5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

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<b>Supervisor's Signature:</b>	
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