

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-542-5393-750

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

Children and Family Services/ SPEI Branch

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

SEIB/FCSSS/Family Intake and Engagement Unit

SUPERVISOR'S NAME:

Ian Clark

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)

Fingerprint Clearance Required

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.

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.**MISSION OF ORGANIZATIONAL UNIT:**

The Family Centered Safety and Support Section (FCSSS) is responsible for supporting county child welfare agencies, probation departments, and Indian Tribes with Title IV-E agreements, to deliver early intervention strategies including Emergency Response (ER) and Family Maintenance (FM) services. Early Intervention services are intended to reduce and prevent entries/re-entries into the foster care system. Through ongoing analysis and implementation of federal and state statute, legislative proposals and regulations, the FCSSS incorporates the behaviors outlined in California's Integrated Core Practice Model, to create, support and implement trauma informed programs that deliver equitable, innovative, timely and effective services to children, youth, and families. The FCSSS is committed to ensuring equity in service delivery, reducing bias in practice and reducing the overrepresentation of families of color in the child welfare system. The FCSSS consists of two units: Family Intake and Engagement and Early Intervention Services.

CONCEPT OF POSITION:

Under the direction of the Sup I, the A II will work in the Family Intake and Engagement Unit (FIEU) performing complex, journey level analytical staff work related to child welfare services (CWS) policy and program development. The A II must be dedicated to work with policies directly impacting child welfare and incorporate the values, core components, standards of practice and activities that are part of the Integrated Core Practice Model. The A II should be able to be timely, thorough and accurate; communicate effectively; problem solve while meeting deadlines; and be able to work independently or on a team. The A II must also be well-organized and have strong time management skills. Additionally, the A II may serve in a lead capacity on assignments.

A. RESPONSIBILITIES OF POSITION:

Utilizing the principles of the Integrated Core Practice Core Model, the Analyst II will:

35% Analyze federal, state and national CWS programs, policies, regulations and develop state regulations, policies and make recommendations. Analyze legislative proposals and develop alternatives to legislation. Provide consultation and technical assistance to state, county, tribes, and other CWS stakeholders. Prepare written policy directives for state staff, child welfare agencies, probation departments, tribes and private agency/organization representatives and the public through All-County Letters, All-County Information Notices and policy interpretations.

35% Conduct research, surveys, data analysis, review files/documents/periodicals related to the interpretation or implementation of new and/or revised policies and regulations and policy development assignments as related to CWS in order to provide statewide program oversight and to advance practice and system improvements. Collaborate with staff in other Branches throughout the Children and Family Services Division.

20% Prepare reports, issue papers, and correspondence utilizing available resources to meet policy or program needs for a wide variety of audiences. At the direction of management, make presentations to provide program knowledge, dissemination of information, research, new or revised procedures and/or policies in a formal or informal setting utilizing audio and visual aids as well as handouts. Participate, facilitate or act as lead, on children and family services work groups and advisory committees with representatives from other state and local agencies, service providers, child advocacy groups, and the general public.

5% Manage contracts, and act as liaison with non-profit organizations; provide technical assistance and support to contractors; and work with the Administration Division to negotiate, track, and amend contracts and perform other related duties as required.

5% Perform other duties related to the Safety and Early Intervention Branch as assigned. Maintain respective SharePoint sites as established and take the lead on this for the Unit as assigned. Monitor respective Unit / Bureau intranet / internet sites for information that needs to be updated, added or deleted. Complete basic Accessibility Training, and if assigned, continue to Super User status to coordinate Unit / Bureau intranet / internet sites.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction and instructions from the Supervisor I and works independently on specialized assignments. Progress and status reports are made periodically and final products are reviewed for completeness, accuracy and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with other CDSS staff, staff from county welfare and social service departments, other state departments and agencies, public and private non-profit agencies, community-based and child/family advocacy organizations, federal departments, Indian tribes, and occasional contact with staff from the state's Legislative Branch and the general public. The Analyst II may also represent the Branch and Department at intra- and inter-departmental meetings, committees, planning and/or task force committees, and project advisory boards. Excellent oral presentation and time management skills, tact and diplomacy, being able to be flexible, creative, along with having a willingness to share and be a team player within the organization and with internal and external partners are essential to this position.

E. ACTIONS AND CONSEQUENCES:

Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with state, county, and federal agencies; county and/or state non-compliance with federal and state statute; or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

Ideal candidates have a passion for child welfare services and for working towards improving the lives of children and families. Successful performance as an Analyst II requires possession of, or ability to develop, knowledge of child welfare services programs, California's Integrated Core Practice Model, county child welfare agencies, and community organizations. Assignments in this Bureau may involve sensitive topics and the most successful candidate will possess accepting and nonjudgmental characteristics and will possess a general empathy for children, youth, and their families. Incumbents also require experience in or knowledge of the state legislative, budget, and contract/grant processes, program and policy development, and program evaluation and monitoring practices. Experience in research, analyzing data, conducting webinars, and using Microsoft Word, and Excel are strongly desired. Occasional travel will be required. Incumbents must also receive fingerprint clearance.