

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

521-4801-001

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

CFSD/Adoptions Services Branch

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

Adoption Policy and Support Bureau

SUPERVISOR'S NAME:

Laurel Cima

SUPERVISOR'S CLASS:

Branch Chief/CEA

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.

3 Supervisor I's and 2 Supervisor I Specialist's

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:

Ensure that every child grows up in a permanent family that will give them the best chance of becoming a happy, fulfilled, and productive adult.

CONCEPT OF POSITION:

The Supervisor II oversees administrative, policy and program development for children in need of permanency. This includes directives to public and private agencies regarding Agency Adoptions, Independent Adoptions, Intercountry Adoptions, other permanent placements, Adoptions Assistance Program , and Post Permanency Services .

A. RESPONSIBILITIES OF POSITION:

45% Supervise the ongoing activities and supervisors of the (ASB) units. This includes, in collaboration with the Branch Chief and Assistant Branch Chief prioritizing, planning and directing assignments, supporting and monitoring Bureau performance; and managing Bureau activities in liaison with other Division bureaus, and other state, county, federal and private agencies. Represent the bureau at internal and external adoption-related meetings, supervise the development of budget change proposals and legislative proposals, ensure appropriate and timely responses to adoption-related inquiries. Oversee and clarify issues related to adoption laws, regulations, Adoption Assistance Program (AAP) policy and monitoring, including ICAMA, Public Records Act (PRA), Subpoenas and Case Consults as appropriate and collaborate with the Department's legal division as appropriate. Oversee the Branch contract process.

40% Supervise the Supervisor Is in the bureau through regular 1:1 meetings, frequent meetings related to the work topics, and frequent email communication. Review and edit all work produced by Bureau staff including All County Letters, All County Information Notices, regulations, trailer bills, bill/legislative analyses, adoption forms, internal and external consultations, assignments, and correspondence, public records act requests, and subpoenas to meet timeframe and content requirements of management. present reports, findings, and recommendations, etc. of assigned work and discuss management concerns and expectations for assigned activities.

10% Develop policies and procedures and oversee the hiring process as well as professional development of branch staff to ensure the availability of skills necessary to accomplish the goals of the Bureau. Provide probationary, annual performance appraisals, and corrective action as appropriate.

5% Other duties as related to the Adoptions Services Branch.

B. SUPERVISION RECEIVED:

The Supervisor II receives direction from and reports directly to the ASB Chief, who will ensure that he/she is sufficiently aware of the branch, division, and departmental goals and policies so that he/she can support them through assigned activities and management.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for assisting with management functions of the Bureau, the maintenance of effective policies and procedures, ensures confidentiality of personal and/or sensitive information and documents. Acts in the capacity as Bureau Chief at appointed times.

D. PERSONAL CONTACTS:

The Supervisor II has frequent contact with division and departmental managers and supervisors, to ensure uniform policy and practice implementation and to report on the Bureau's activities. The Supervisor II has contacts with county child welfare and adoption program administrators, ASB Regional/Field Adoptions Office staff and managers, private adoption agencies and child advocacy groups.

E. ACTIONS AND CONSEQUENCES:

The Supervisor II exercises judgment in making decisions affecting all aspects of the Bureau. Poor judgment and wrong decision can adversely impact Bureau, Branch and Division morale and effectiveness.

F. OTHER INFORMATION:

Fingerprint clearance required.