

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-674-4800-500

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

Finance & Accounting / Financial Management Branch

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

Fiscal Policy and Analysis Bureau/Fiscal Policy Section

SUPERVISOR'S NAME:

Jordan Clegg

SUPERVISOR'S CLASS:

Supervisor II

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)

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



05/05/26

SUPERVISION EXERCISED (Check one):

None

 Supervisor

Lead Person

Team Leader

FOR SUPERVISORY POSITIONS ONLY:

The Supervisor I will directly supervise the Analyst I/II's and the Research Data Analyst I/II positions.

Total number of positions for which this position is responsible:3

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The FFB in the FAD provides both a service and support role for the Department's locally administered social services programs. The Branch plays a key role in working with the Department's core programs to develop the local assistance Governor's Budget and May Revision update, fiscal analysis related to legislation and ad hoc requests, and meeting the research and data needs required for policy decisions related to programs administered by the county welfare departments, county probation departments, tribes, service providers, and other local entities.

The CCEAB supports Child Care and Development Division.

CONCEPT OF POSITION:

The Supervisor I position is responsible for planning, organizing and directing the work of one unit within the CCEAB to prepare the local assistance social service program caseloads and cost estimates for inclusion in the state budget process. Assignments and projects primarily include Child Care and Development programs and involve fiscal data analysis with regard to services, administration and automation associated with these programs. The unit is also responsible for analyzing the fiscal and caseload impacts of proposed state and federal legislation, proposed regulations, court cases, program policy changes and procedural changes related to Programs.

A. RESPONSIBILITIES OF POSITION:

Specific Job Assignments

35%

Directly supervises three staff analysts which may include Analyst I/II and Research Data Analyst I/II positions. This includes providing guidance and support to staff and providing oversight of staff assignments. It also includes coordination of projects and data needs with the Branches Research team as well as other data and program resources within the Department. In addition, the Supervisor I duties include recruitment, selection, training staff, as well as performance review, evaluation and the preparation of performance reports.

35%

Reviews the estimates and fiscal analyses prepared by subordinate staff for thoroughness, soundness of logic and appropriateness of methodology. The review is critical since in some cases it represents the last level of technical review prior to the release of an estimate for informing major budget and policy decisions.

15%

Explains and defends data sources and methodologies used in producing estimates. Works closely with top departmental and program management, the Department of Finance, the Legislative Analysts' Office and other stakeholders to discuss and resolve any problems that may arise.

10%

Establishes unit objectives and assures that departmental priorities are check specific met through careful planning, organizing and scheduling of available resources in order to meet budgeting and legislative requirements.

5%

Develops annual budget statements for their unit to be included in the Estimates Bureau's workload identification and justification, budget change proposals, and overtime requests.

B. SUPERVISION RECEIVED:

This position reports directly to the Child Care Estimates and Allocations Section Chief (Supervisor II). The incumbent receives supervision of a very general nature and acts with a great deal of independence.

C. ADMINISTRATIVE RESPONSIBILITY:

This position provides direct supervision over the analysts in the Unit and may be required to act on behalf of the Section Chief in their absence.

D. PERSONAL CONTACTS:

The Supervisor I has frequent contact with the managers in CDSS, other state departments, control agencies and private contractors including, but not limited to the Department of Finance, the California Health and Human Services Agency and the Legislative Analyst's Office. The Supervisor I also works frequently and collaboratively with other fiscal, research and program partners in the Department.

E. ACTIONS AND CONSEQUENCES:

The position performs an important function in that all aspects of the Department's budget for the previously mentioned programs may be affected by the bills, regulations and Child Care Bulletins analyzed by the supervised unit. Failure to provide an adequate analysis in a timely manner can have serious consequences; including inadequate funding for county programs, loss of state/federal funding, inappropriate expenditure of state/federal funds and result in adverse publicity to the Department or the State.

F. OTHER INFORMATION:

The estimates prepared by the Fiscal Forecasting Branch are the foundation for the Governor's Budget as well as other legislation and are therefore subject to statutory deadlines, legislative schedules and time frames. Therefore, there are times throughout the year when both planned and unplanned mandatory overtime is required for both staff and managers in the Bureau so that these deadlines are met.