

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-356-5402-XXX

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

CCDD/Child Care Policy & Development Branch

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

Policy Office/Policy Advancement and Guidance Section

SUPERVISOR'S NAME:

Wendy Nelson

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

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 mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other California Department of Social Services CDSS programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. CCDD provides planning, policy direction, and oversight of the majority of state-supported childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare and developmental planning councils, and child care resource and referral programs. CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under the general supervision of the Supervisor II in the Policy Advancement and Guidance Section, within the Policy Office, under the Child Care Policy and Development Branch, and working cooperatively with program units and supervisors throughout the California Department of Social Services (CDSS), the Analyst III leads and coordinates a variety of complex drills associated with budgets, fiscal, data, and other policy-related tasks. This critical position independently facilitates collaboration, liaises across teams to ensure timely deliverables, and develops subject matter expertise on legislation, budget documents, and policy proposals within the Governor's Budget, May Revise and Enacted Budgets.

The Analyst III will provide strategic leadership on the Division's budget planning and fiscal policy activities, including the development of Budget Bill Language (BBL) and ensuring alignment between Child Care and Development Division (CCDD) policy proposals and program priorities. The position leads the coordination of the budget policy processes by synthesizing information across multiple information sources and independently researching program problems and policy solutions for legislative hearings, budget proposals, and budget negotiations. Serving as a budget policy subject matter expert, the individual translates broad policy goals into sustainable and implementable budget frameworks and advises CCDD leadership on effective investment of program funds to advance departmental priorities. Additional responsibilities include monitoring and coordinating Trailer Bill Language (TBL) activities, reviewing and analyzing child care partner budget and policy proposals, and ensuring timely communication and collaboration across program areas and subject matter experts. The individual must be an effective communicator, highly organized, able to manage complex and time-sensitive work independently, and capable of building strong partnerships with staff at all levels and external child care partners.

A. RESPONSIBILITIES OF POSITION:

40% The Analyst III independently leads cross-office collaboration within CDSS to address complex and critical budget policy requests and develop BBL and TBL budget proposals. The Analyst III is the subject matter expert (SME) on budget policies and provides leadership on complex budget policy questions and analyses. The Analyst III is responsible for overseeing the development and facilitating division communication regarding budget proposals and requests, including TBL and BBL, ensuring accurate completion and compliance with program rules. The incumbent has specialized expertise in identifying, addressing, and leading the resolution of fiscal policy issues, such as researching allowable fund uses, creating fiscal policies that incentivize the enrollment of children and expenditure of funds on child care services, and assessing the feasibility of implementing new policy proposals. This position continuously develops and maintains a deep understanding of evolving budget, fiscal policies, and regulations affecting child care programs and advises executive leadership on their implications. Additionally, the Analyst III manages communication and coordination between CDSS units to ensure timely responses to cross-cutting, complex, and time-sensitive budget requests, including legislative budget questions and inquiries related to budget policies. This includes providing detailed and comprehensive analysis by reviewing information from multiple fiscal and budget sources, synthesizing it into a single document, and preparing clear, actionable fiscal and budget recommendations for CCDD leadership review. The role requires leading ongoing high-level engagement with child care partners, including program managers and policy analysts, in order to facilitate effective and innovative fiscal management solutions and independently resolve complex issues as they arise.

25% The Analyst III independently coordinates and collaborates with CCDD units and other CDSS offices, including but not limited to entities within the Fiscal and Accounting Division and the Administrative Services Division, to ensure timely, accurate, and expert responses to both internal and external fiscal-related requests related to fiscal policies, fiscal data, fiscal compliance, and program funds. This includes gathering feedback from CCDD units and CDSS offices on the feasibility of fiscal policy proposals and assessing budget proposals from external partners, including the State Legislature and child care partners. The Analyst III is a SME in various functions that enhance internal organizational structures and improve processes within the division. This involves leading initiatives to streamline processes and increase efficiency. Additionally, the Analyst III ensures strict compliance with state and federal fiscal requirements and makes critical analytical contributions that impact the department's compliance with federal and state fiscal rules independently and authoritatively.

25% The Analyst III serves as the internal point of contact for CCDD, synthesizing and communicating complex information to external partners, including the California Health and Human Services Agency, the Department of Finance, the Governor's Office, the State Legislature, and the Administration for Children and Families. By liaising with these external partners, the Analyst III will improve communication, standardize protocols, and address compliance questions by forming internal work groups to assess and enhance fiscal processes, consulting and collaborating independently with federal and state partners to develop recommendations that ensure compliance and improve program outcomes. The Analyst III prepares and delivers advanced policy analyses and expert responses to legislative and executive bodies, advocating for policies that ensure the program integrity and sustainability of child care programs. Through in-depth research and tracking of federal and state compliance requirements related to child care funding, the Analyst III makes informed recommendations that maintain or enhance compliance and program effectiveness, requiring strong communication skills, the ability to build and maintain relationships with key child care partners, and a deep understanding of the legislative and budget process.

10% The Analyst III independently prepares a range of complex, sensitive, and intricate documents, including memos, policy briefs, reports, advisories, child care bulletins, FAQs, and written responses, ensuring that all communications are clear, accurate, and reflect a sophisticated and meticulous understanding of the department's policies and objectives. In drafting and reviewing correspondence for senior officials, the Analyst III ensures that all written communications are aligned with the strategic direction of the department, demonstrating expert-level writing skills and attention to detail. The Analyst III adeptly transforms complex fiscal data into clear, actionable documents that inform and guide decision-making at the highest levels of the organization.

B. SUPERVISION RECEIVED:

The Analyst III receives direction from and reports to the Supervisor II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III's administrative responsibilities are limited to those of their position. The Analyst III serves as a part of the division management team.

D. PERSONAL CONTACTS:

The Analyst III represents CDSS in their relationship with staff from other state agencies, the federal government, county welfare departments, the County Welfare Directors Association, child care advocate organizations, and other child care partner groups. Regular interactions will occur with other offices, divisions, and agencies as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The Analyst III must be flexible, have good interpersonal skills, strong communication skills, be able to work under pressure, and be capable of working independently.

F. OTHER INFORMATION:

Desirable qualifications:

- Excellent interpersonal communication and presentation skills
- Experience facilitating multi-child care partner projects
- Knowledge of child care programs
- Project management skills
- Knowledge or experience in fiscal and programmatic child care
- Effective verbal and written communication skills
- Effective diplomacy skills
- Ability to develop thoughtful recommendations