

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-542-4800-910

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

Children and Family Services/ SPEI Branch

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

SEIB/Child Trafficking Program Support Unit

SUPERVISOR'S NAME:

Kelly Winston

SUPERVISOR'S CLASS:

Manager 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)*

Fingerprint Clearance

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 Analyst II's

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 Safety and Early Intervention Bureau (SEIB) has responsibility for supporting county child welfare agencies, probation departments, and Indian Tribes 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. The SEIB also administers the Commercially Sexually Exploited Children (CSEC) Program and provides support to county child welfare and probation departments to serve victims of/at risk of child labor trafficking and commercial sexual exploitation, in conjunction with other child welfare sub-populations with complex needs. Through ongoing analysis and implementation of federal and state statute, legislative proposals and regulations, the SEIB incorporates the behaviors outlined in California's Integrated Core Practice Model, to create, support and implement trauma informed programs that deliver innovative, timely and effective services. The SEIB is committed to ensuring equity in service delivery, reducing bias in practice and reducing the over-representation of families of color in the child welfare system.

CONCEPT OF POSITION:

Under the direction of the SEI Bureau Chief, the Child Trafficking Program Support Unit Supervisor I provides planning, organization, direction, and guidance of their unit to ensure effective, efficient and timely implementation of unit responsibilities. The Supervisor I will also provide technical assistance to county CWS programs and their multidisciplinary partners to support successful implementation of policies and protocols serving trafficked youth. In addition, the Supervisor I will collaborate and support the work of the Child Trafficking Research and Policy Unit.

A. RESPONSIBILITIES OF POSITION:

Utilizing the principles of the Integrated Core Practice Model, the Supervisor I will:

45% Supervises and directs staff work related to the provision of technical assistance and support to county child welfare agencies and their partners around the service of minor victims of human trafficking, while supporting county governments, CFSD and other departmental staff, stakeholders, advocacy groups and other interested parties on state and federal policy issues related to implementation of the CSEC Program. This includes overseeing assignments of staff; establishing time frames and priorities for assignments; and ensuring that staff work is complete and meets the requirements of management. Additional oversight includes activities associated with the development of technical assistance webinars, facilitation of standing technical assistance calls in partnership with other CDSS partners and analysis of systemic gaps and barriers.

35% Acts as the liaison between the CFSD, internal and external partners to implement program objectives. Maintain effective communication with all partners to support the statewide implementation of a coordinated community response to prevent and serve children who are trafficked. Supervises the provision of technical assistance to county child welfare agencies and their partners as well as coordinates with the Child Trafficking Research and Policy unit in the development of procedures, tools, trainings, and practice guidance necessary to implement effective programming for youth who have experienced trafficking. Represents the Bureau in meetings and work groups with representatives of other CDSS, federal, state, local, county, legislative and private agencies regarding current child welfare services and probation programs, and statutory and regulatory issues.

15% Performs administrative/supervisory functions associated with employee screening and selection, employee performance evaluation, review of employee attendance and time reporting, completion of employee disciplinary actions and other examination forms, conducts staff meetings, etc. Participates in Bureau/Branch planning and management activities.

5% Other duties assigned as related to the activities of the Safety and Early Intervention Bureau .

The Supervisor I Desired Competencies: Detail-oriented with strong analytical, organizational, and document editing skills; Experience using a variety of data sources to evaluate programs; Project management experience; Background in Child Welfare Services; Experience working collaboratively with multiple stakeholders with varying interests to achieve a common goal; The ability to communicate orally and in writing in a well organized, accurate, clear and concise manner and confidence in communicating with a broad range of stakeholders with diverse thoughts; Knowledge of policy-making and administrative processes including state and federal legislation, and regulatory and budgetary processes.

B. SUPERVISION RECEIVED:

The Supervisor I receives direction from and reports directly to the Safety and Early Intervention Bureau Chief (Manager II).

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for management functions of their unit and assists the Manager II with management functions of the Bureau. The Supervisor I will work to establish and, as necessary, modify ongoing workload and child welfare training programs and contract procurement. The Supervisor I acts as Bureau Chief in the absence of the Manager II.

D. PERSONAL CONTACTS:

The Supervisor I has frequent contact with other CDSS management and staff, other state departments and agencies, county welfare departments, probation advisory groups, private agencies or organizations, advocacy groups, California Health and Human Services Agency, Administration for Children and Families Region IX, private sector consultants and vendors, numerous California educational institutions, the legislative branch, and the general public.

E. ACTIONS AND CONSEQUENCES:

Poor judgment and decisions can adversely impact Bureau and Branch morale and effectiveness; jeopardize federal financial participation in child welfare training programs and administrative costs; place the department at risk of audit findings resulting in loss of state general funds; jeopardize relationships with county and federal staff; and diminish the Department's ability to consult and effectively administer child welfare programs. Poor judgment and decision making can also have significant negative impact of the children and families the programs serve.

F. OTHER INFORMATION:

The ability to demonstrate the CA ICPM leadership skills and personal characteristics is essential to this position. The ICPM guide can be found at:
https://www.cdss.ca.gov/Portals/9/ACIN/2018/I-21_18.pdf?ver=2018-05-18-143357-423.