

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-544-5157-700

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

CFSD/Safety Prevention and Early Intervention Branch

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

OCAP/Family and Community Support Services Unit

SUPERVISOR'S NAME:

Crystal Singleton

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.

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 Office of Child Abuse Prevention (OCAP) administers federal and state child abuse prevention grants, contracts, and programs designed to promote best practices and innovative approaches to child abuse prevention, intervention and treatment. The OCAP serves as a statewide source of information, developing and disseminating educational materials regarding prevention/early intervention programs, activities, and research.

The Family and Community Support Services Unit develops, implements and monitors grant funded programs and contracts that support the strategies adopted by the OCAP to prevent child abuse and neglect in the state. This includes working with public and private partners, in the community and at the state and local level implementing public education and awareness campaigns, designing programs and services, and evaluating impact.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Analyst I performs the analytical and technical tasks and is expected to be proactive and demonstrate independence in completing assignments. The Analyst I provides support and management for less complex grants and contracts and various projects; prepare a variety of written communications; assist with analysis of program and fiscal data; and support staff on a broad spectrum of administrative and program-related issues. The Analyst I represents the OCAP at meetings as assigned.

A. RESPONSIBILITIES OF POSITION:

25% Provides support and management for the less complex contracts and grants. Monitors funded programs to ensure that projects successfully accomplish their goals and objectives. Prepares, executes, and manages grants and contracts including working with fiscal and contracts offices; reviews and approves contractor and grantee reports; and monitors contractor and grantee progress. Provides support for briefings to management on the status of programs.

20% Conducts research on less complex issues that impact or influence child abuse and neglect and its prevention for OCAP. Reviews program data and provide support on reports and presentations, procedures and policies based on findings. Assists with monitoring, survey, or other tools to carry-out OCAP evaluation and oversight activities, and to improve Bureau efficiency. The Analyst I provides support a variety of technical reports, legislative analysis, issue papers, letters, and memos.

20% Participates in required data collection and preparation of grant applications, reports, and other communications to stakeholders including but not limited to, the federal government, legislature, county child welfare services, and others.

20% Coordinates logistics, meeting agendas, and PowerPoint presentations for all meetings, site visits, and related projects. Acts as a liaison between stakeholders and facilitates the flow of communication. Takes accurate meeting minutes and disseminates them to participants. Represents the OCAP at meetings and activities that are related to the goals of the program and makes presentations as requested.

10% Provides support on special projects, outreach, and studies as required for child abuse prevention, intervention, and treatment program development. Attends intra-departmental, interdepartmental, and stakeholder meetings as assigned. Some travel is required.

5% Performs other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives supervision, direction and general instructions from the Supervisor I. The Analyst I is responsible for keeping the manager informed of the status of his or her project through ongoing progress and status report. Final products are reviewed by Supervisor I for completeness, accuracy and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I has frequent contact with other CDSS staff, and staff from county welfare and social service departments, other state agencies, public and private non-profit agencies, community-based and child and family advocacy organizations, federal departments, and occasional contact with staff from the state's Legislative Branch and the general public. The Analyst I may also participate at intra- and inter-departmental meeting, committees, planning and/or task force committees, and project advisory boards. Excellent oral presentation skills and exercising tact and diplomacy within the organization and with external partners are essential to this position.

E. ACTIONS AND CONSEQUENCES:

The Analyst I must exercise good judgment in making decisions. Poor judgment and/or decisions can adversely impact CDSS and OCAP by jeopardizing relationships between community groups and the administrative and legislative branches, which may draw adverse public attention, result in misuse of public funds, and disrupt the delivery of child abuse prevention, intervention and treatments services in California.

F. OTHER INFORMATION:

Successful performance as an Analyst I requires possession of or ability to quickly develop understanding/knowledge of the causes of and strategies for prevention, intervention, and treatment of child abuse and neglect. Ideal candidates will have experience in or knowledge of the state legislative, budget, and contract processes, program and policy development, grant negotiations, and program evaluation and monitoring practices. The Analyst II must have outstanding analysis and writing skills. Ten percent travel is required.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

(Vacant) Proposed

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-544-5393-700

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

CFSD/Safety Prevention and Early Intervention Branch

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

OCAP/Family and Community Support Services Unit

SUPERVISOR'S NAME:

Crystal Singleton

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

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Fingerprint clearance.

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The Family and Community Support Services Unit develops, implements and monitors grant funded programs and contracts that support the strategies adopted by the OCAP to prevent child abuse and neglect in the state. This includes working with public and private partners, in the community and at the state and local level implementing public education and awareness campaigns, designing programs and services, and evaluating impact.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Analyst II performs the more complex analytical and technical staff written work products and is expected to be proactive and to demonstrate independence in completing assignments. The Analyst II should have project management experience and be comfortable using research and data to inform work products, make recommendations, and to guide the OCAP prevention practices. Types of work products may include research papers, public awareness campaign messages, analyses of legislation, federal grant reporting, and correspondence with external and internal stakeholders. The Analyst II works independently as well as with team members.

A. RESPONSIBILITIES OF POSITION:

45% Provides project management oversight for the more complex contracts and grants. Monitors funded programs to ensure that projects successfully accomplish their goals and objectives. Develops, executes, and manages grants and contracts including working with fiscal and contracts offices; reviews and approves contractor and grantee reports; and monitors contractor and grantee progress. Develops and implements uniform policies, procedures, and practices to be used by contractors and grantees. Prepares briefings for management on the status of programs.

20% Conducts complex research on issues that impact or influence child abuse and neglect and its prevention for OCAP. Reviews program data and prepares reports and presentations, formulates procedures and policies based on findings. Assists with the development of monitoring, survey, or other tools to carry-out OCAP evaluation and oversight activities, and to improve Bureau efficiency. The Analyst II prepares a variety of technical reports, legislative analysis, issue papers, letters, and memos. The Analyst II utilizes analytical studies and surveys to make recommendations on procedures, policies, and program alternatives.

10% Participates in required data collection and preparation of grant applications, reports, and other communications to stakeholders including but not limited to, the federal government, legislature, county child welfare services, and others. The Analyst II utilizes data collection and analysis in order to work with other team members on program evaluation.

10% Researches and develops concept papers, grant Request for Applications (RFA), and contract Request for Proposals (RFP) to solicit applicants and fund programs that prevent, intervene, and treat child abuse and neglect. The Analyst II coordinates all aspects of receiving, scoring, and awarding grants/contracts for RFAs and RFPs.

10% Completes special projects, outreach, and studies as required for child abuse prevention, intervention, and treatment program development. Attends intra-departmental, interdepartmental, and stakeholder meetings as assigned. Some travel is required.

5% Performs other duties as required.

B. SUPERVISION RECEIVED:

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