

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-674-5402-001

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

FINANCE AND ACCOUNTING DIVISION

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

674 – CHILD CARE ESTIMATES & ALLOCATIONS BUREAU

SUPERVISOR'S NAME:

Melissa Goan

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

Melissa Goan

DATE

7/2/2026

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: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Child Care Estimates and Allocations Bureau (CCEAB) consists of three Units: Child Care Estimates, Child Care Allocations, and newly added Fiscal Development unit. The Bureau plays a key role in working with the Department's core programs to develop the annual Local Assistance Governor's Budget and distributing funds to Child Care and Development contractors for program administration, and completing the research and data analysis required for sound decision making.

The Fiscal Development Team supports the Trailer Bill process for all applicable program Divisions within the Department of Social Services including Child Care and Development, Children and Family Services, Adults, Family Engagement & Empowerment, Housing & Homelessness, Office of Equity, and Community Care Licensing.

CONCEPT OF POSITION:

Has responsibility for the State Budget process as it relates to Trailer Bills; has functional leadership responsibility over program staff for the completion of bill analysis and analysis of budget proposals and the development of complex policy recommendations; represents the Department with legislative staff, the Department of Finance, and Health and Human Services (CHHS) Agency and coordinates the development of a part of the Department's budget agenda and trailer bills. Must quickly learn program details to ensure accurate and timely communication, both within the Administration and with the Legislature. Must exhibit an exceptional understanding of budget/legislative protocol and the political sensitivity of various policy issues to ensure appropriate representation of the Department to all key stakeholders in the budget/legislative process.

A. RESPONSIBILITIES OF POSITION:

- 40% Identify budget proposals potentially affecting Department programs and operations, particularly budget trailer bills. Independently analyze, monitor and prepare departmental, stakeholder, and legislative trailer bill proposals, including developing and justifying with sound logic and objectivity a recommended position for the Directorate, CHHS Agency, the Department of Finance and Governor's Office. Formulate alternative policy recommendations to management when necessary to resolve complex policy issues and in a manner that is consistent with Department and Administration policy. Assign trailer bill proposals to appropriate program, fiscal managers and legal staff for input into the analysis, providing instructions regarding policy development to program management for implementation by program staff, and leading cross-department efforts as needed. Establish appropriate deadlines for submission of proposals and continually monitor progress to ensure deadlines are met.
- 40% Coordinate the development of the Department's budget agenda, which includes, but not limited to, pre-hearings and hearings, budget drills, and the Department's responses to inquiries on budget proposals and trailer bill languages. Represent the Department at a variety of meetings related to budget trailer bills, such as discussions with the CHHS Agency, Department of Finance, stakeholders, or legislators or their staff, in order to represent the Administration's position on various legislative and policy matters and to lobby and negotiate budget trailer bills on behalf of the Department. Discuss matters and respond to questions in a credible manner and negotiate amendments when appropriate to fit the Administration's and Department's philosophy and mitigate negative impact to the Department. In addition, participate in task forces, workgroups, stakeholder meetings, and other policy development meetings which may lead to the introduction of proposals, to ensure the Department's legislative priorities are met.
- 15% Act as liaison between the Department and the CHHS Agency, the Governor's Office, the Legislative Analyst's office, the Department of Finance and other state departments, members of the Legislature and committee staff, and with various organizations/advocacy groups on legislation directly affecting the Department's programs and affecting the clients served by the Department or of interest to the Directorate. Respond to and research various issues related to enacted or proposed budget proposals/legislations, including on sensitive, highly visible and controversial issues, and prepare summary documents and compile briefing material for meetings. Provide expertise as resource for departmental staff concerning the trailer bill/budget process and rules. Train Department staff on trailer bill preparation and budget process.
- 5% Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The incumbent works under the general supervision of the Supervisor II of the Child Care Estimates & Allocations Bureau.

C. ADMINISTRATIVE RESPONSIBILITY:

The incumbent is responsible for coordinating and providing oversight and support for key portions of the budget development processes.

D. PERSONAL CONTACTS:

The incumbent has frequent contact with all levels of the Department, including the Directorate, deputy directors, and management staff throughout the Department; staff with the Governor's Office, CHHS, Department of Finance and other departments; members of the Legislature and their staff; the Legislative Analyst's Office; advocacy groups; provider associations; lobbyists; and the diverse mix of stakeholders who have interest in the Department's programs.

The incumbent does not supervise staff, but functions in a leadership role with management and staff involved in the development of the budget agenda and in the preparation of bill analyses, particularly budget trailer bill. This necessitates extensive communication, persuasive, and negotiating skills in order to effectively defend Administration and departmental interests and positions on legislation, policy decisions, and initiatives.

E. ACTIONS AND CONSEQUENCES:

The consequence of error associated with this position is significant. Failure to adequately and timely manage the budget development, trailer bill, and hearing process and appropriately alert the Director and Executive Staff of any information that could put the Administration's and Department's programs or budget agenda at risk may lead to the passage of legislation and enactment of new initiatives that are inconsistent with the Governor's policy and/or fiscal agenda. The serious consequences which could result include loss of funding, inappropriate commitment of funding, inappropriate changes to human services programs, harm to the thousands of vulnerable children, elderly and disabled people served by the Department, and adverse publicity to the Department or the State. The incumbent must work effectively and independently as well as in collaboration with various levels of the organizational hierarchy and is expected to gain and maintain the confidence and cooperation of those engaged during work.

F. OTHER INFORMATION:

This position requires the incumbent to possess a high degree of initiative, independence, judgment, and originality in performing duties; work under short time lines; communicate effectively and professionally, both orally and in writing when interacting with the public and/or other employees; independently complete assignments in a timely and efficient manner, effectively handling multiple tasks and tight deadlines calmly and efficiently; conduct oneself with the highest degree of professionalism, including dressing in business attire, and adherence to departmental policies and procedures regarding attendance, leave, conduct, and professionalism.

Due to the timing of the budget process and its many statutory deadlines, and the imperative to meet such deadlines, there are times throughout the year when it may be necessary to work long, irregular hours and weekends during peak workload periods.