

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Consultant

POSITION NUMBER:

800-361-2834-910

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

CCDD/Program Quality &amp; Improvement Branch

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

Program Quality and Improvement North Bureau

SUPERVISOR'S NAME:

Lisa Velarde

SUPERVISOR'S CLASS:

Education Administrator 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)

This position requires travel exceeding 50% of the time.

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.

None.

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.

None.

## 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 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. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development quality improvement plan activities, local child care and developmental informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

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**CONCEPT OF POSITION:**

Under the direction of the Bureau Chief /Education Administrator I (EA I) of the Program Quality and Improvement (PQI) North Bureau in the CCDD, the Child Development Consultant (CDC) works cooperatively with program units and managers throughout the CDSS. The incumbent is responsible for working collaboratively with various early child care and development programs funded by federal and/or state funds. The incumbent serves in an educational leadership role for promoting quality child development program implementation at the local, regional, and state levels. Extensive travel exceeding 50% is required for fieldwork in this position to conduct site visits to a region, interact with contracting agencies for assessing programs, monitoring compliance and completing reports in collaboration with other staff, attend meetings to address challenges, present training locally to the field to provide statutory and regulatory guidance, technical assistance and support, and other work related purposes.

**A. RESPONSIBILITIES OF POSITION:**

45% The CDC will travel to and consult with contracted agency representatives, other governmental agencies, internal child care partners, and external child care partners, including, but not limited to, program directors, curriculum specialists, teachers, parents, and representatives from the child development community to develop and implement various child care and development activities that promote the vision, mission, and goals of the Deputy Director and the CCDD. The incumbent promotes educational techniques and positive experiences proven to promote the child development and well-being of the whole child such as child development strategies, school transition strategies, and enrichment activities. The incumbent conducts Program Reviews, Contract Monitoring Reviews, and investigations of complaints regarding contracted agencies. The incumbent oversees and provides guidance to contracted agencies, including training and technical assistance, to support high quality child care and development programs. Ongoing travel is required throughout the year to conduct and complete fieldwork related to consultant duties.

20% The CDC writes, reviews, edits, and prepares briefings and reports, advisories, child care bulletins, applications for grants, and request for funding applications. The incumbent develops child care and development program regulations, prepares written responses to letters and other inquiries, drafts correspondence for the signature of others, including, but not limited to, the Deputy Director as appropriate. The incumbent suggests revisions to monitoring documents and prepares final monitoring reports. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings for fieldwork related to duties.

20% The CDC participates in special projects as assigned. The incumbent researches current educational issues relating to various child care and development programs and stays current on trends in child development.

5% The CDC uses electronic media such as PowerPoint and webinars to develop and conduct presentations at meetings, conferences, and workshops for child development contracted agency staff and various professional organizations. The incumbent acts as a technical expert for child development issues and responds to questions. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings, presentations and conduct training for fieldwork related to duties.

5% The CDC collaborates with the supervisor to manage workflow, participates in staff meetings, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.

5% The CDC will perform other duties as required.

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B. SUPERVISION RECEIVED:

The CDC works in the CCDD PQI North Bureau under the direction of the EA I or Bureau Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The CDC may provide leadership and training to incumbents in the Assistant class in this series. The CDC functions as a subject matter expert for all areas assigned by the EA I.

D. PERSONAL CONTACTS:

The CDC frequently advises and interacts with CCDD, CDSS and other State leadership. In addition, the Consultant interacts with various CDSS, CCDD and other state level staff to implement and provide advice regarding assigned areas. 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 CDC is responsible for subject matter expertise regarding a federal requirement not previously implemented in California. Executive level leadership will support decisions on the advice and recommendation from this position. The state will implement policies in the field of child care that will affect the state's compliance status with the federal government. Failure to adequately implement the requirements of this position can result in severe fiscal penalties to the State of California and subsequent harm to child care programs.

F. OTHER INFORMATION:

50% or more travel is a requirement for this position.

Desirable Qualifications:

- Knowledge of early childhood education, and the state system for subsidized child care and development programs Professional oral and written communication skills
- Effective Project Management Skills
- Effective Public Speaking Skills
- Effective relationship building
- Experience problem solving and providing customer service

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Assistant

POSITION NUMBER:

800-361-2837-910

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

CCDD/Program Quality &amp; Improvement Branch

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

Program Quality and Improvement North Bureau

SUPERVISOR'S NAME:

Lisa Velarde

SUPERVISOR'S CLASS:

Education Administrator I

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

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Duties require participation in the DMV Pull Notice Program.

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☒ Other (Explain below)

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I certify that this duty statement represents an accurate description of the essential functions of this position.

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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.

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**CONCEPT OF POSITION:**

Under the supervision of the Bureau Chief /Education Administrator I (EA I) of the Program Quality and Improvement (PQI) North Bureau in the CCDD, the Child Development Assistant (CDA) works cooperatively with program units and managers throughout the CDSS. The incumbent is responsible for working collaboratively with various early child care and development programs funded by federal and/or state funds. The incumbent serves in an educational leadership role for promoting quality child development program implementation at the local, regional, and state levels. Extensive travel exceeding 50% is required for fieldwork in this position to conduct site visits to a region, interact with contracting agencies for assessing programs, monitoring compliance and completing reports in collaboration with other staff, attend meetings to address challenges, present training locally to the field to provide statutory and regulatory guidance, technical assistance and support, and other work related purposes.

**A. RESPONSIBILITIES OF POSITION:**

45% Under guidance, the CDA will travel to and consult with contracted agency representatives, other governmental agencies, internal child care partners, and external child care partners, including, but not limited to, program directors, curriculum specialists, teachers, parents, and representatives from the child development community to develop and implement various child care and development activities that promote the vision, mission, and goals of the Deputy Director and the CCDD. The incumbent promotes educational techniques and positive experiences proven to promote the child development and well-being of the whole child such as child development strategies, school transition strategies, and enrichment activities. The incumbent conducts Program Reviews, Contract Monitoring Reviews, and investigations of complaints regarding contracted agencies. The incumbent oversees and provides guidance to contracted agencies, including training and technical assistance, to support high quality child care and development programs. Ongoing travel is required throughout the year to conduct and complete fieldwork related to assistant duties.

20% Under guidance, the CDA writes, reviews, edits, and prepares briefings and reports, advisories, child care bulletins, applications for grants, and request for funding applications. The incumbent develops child care and development program regulations, prepares written responses to letters and other inquiries, drafts correspondence for the signature of others, including, but not limited to, the Deputy Director as appropriate. The incumbent suggests revisions to monitoring documents and prepares final monitoring reports. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings for fieldwork related to duties.

20% Under guidance, the CDA participates in special projects as assigned. The incumbent researches current educational issues relating to various child care and development programs and stays current on trends in child development.

5% Under guidance, the CDA uses electronic media such as PowerPoint and webinars to develop and conduct presentations at meetings, conferences, and workshops for child development contracted agency staff and various professional organizations. The incumbent acts as a technical expert for child development issues and responds to questions. Ongoing travel is required throughout the year to complete documents, reports, or attend meetings, presentations and conduct training for fieldwork related to duties.

5% Under guidance, the CDA collaborates with the supervisor to manage workflow, participates in staff meetings, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.

5% Under guidance, the CDA will perform other duties as required.

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B. SUPERVISION RECEIVED:

The CDA works in the CCDD PQI North Bureau under the supervision of the EA I or Bureau Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The CDA functions as a subject matter expert for all areas assigned by the EA I.

D. PERSONAL CONTACTS:

The CDA frequently advises and interacts with CCDD, CDSS and other State leadership. In addition, the Assistant interacts with various CDSS, CCDD and other state level staff to implement and provide advice regarding assigned areas. 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:

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