

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Manager II

POSITION NUMBER:

800-551-4802-001

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

CFSD/Family Permanency and Support Services Branch

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

Youth and Caregiver Support Bureau

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

CEA-A

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)

Fingerprints Required

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.

Directly supervises 3 Supervisor I's, 1 Supervisor 1 Specialist, 1 Analyst II and 1 Office Technician (T).

Total number of positions for which this position is responsible: 19

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 Youth and Caregiver Support Bureau is to carry out the vision of the Family Permanency and Support Services Branch by ensuring transition age youth achieve successful transitions to adulthood, that young adults who elect to remain in extended foster care until age 21 continue to receive the same supports and services to ensure a successful transition from care, including access to apprenticeship opportunities prioritized for foster youth through a partnership with the Department of Industrial Relations; that caregivers have the policies, programs, and resources they need to provide safe, stable, and nurturing homes, and children placed in foster care and with relatives across state lines receive uninterrupted support services and adequate protection in compliance with the Interstate Compact on the Placement of Children (ICPC).

CONCEPT OF POSITION:

Under the general direction of the Branch Chief, the Manager II provides planning, direction and leadership to the Youth and Caregiver Support Bureau to ensure effective, efficient and equitable management in meeting state and federal program requirements, providing technical assistance and support to counties, achieving improved outcomes for children and in meeting program and departmental goals. This position provides consultation, written and verbal policy interpretation and analysis, and supports program development and improvement in the services necessary to support improved wellbeing of children in foster care. The Manager II may be expected to serve in an acting Branch Chief capacity, assuming responsibility for planning, organizing, directing, and evaluating the activities of the Family Permanency and Support Services Branch, including providing leadership and direction across all three bureaus and representing the Branch with the Deputy Director, Legislative representatives, state and federal partners, counties, and stakeholders.

A. RESPONSIBILITIES OF POSITION:

45% — Supervise and lead the activities of Youth and Caregiver Support Bureau staff; plan, delegate and distribute workload; set priorities; review the work of staff; ensure tracking systems with directorate-level access are maintained with accurate and timely information to meet deadlines and goals. Provide coaching, mentoring and professional development to staff to ensure a diverse, equitable, and inclusive workforce capable of meeting bureau and branch goals. Foster a culture of belonging, mutual respect, and collaboration within the bureau, while ensuring that equity and inclusion principles are embedded in the policies, programs, and services the bureau develops and delivers.

15% — Lead the development, implementation, and ongoing data-driven monitoring of statewide policies and programs within the bureau's portfolio. Respond to federal and state legislation by designing and implementing required programs and initiatives. Identify and act on opportunities for continuous program improvement, ensuring that existing programs are regularly evaluated and modified as necessary to remain effective, equitable, and responsive to the needs of transition age youth, caregivers, and children placed across state lines. Oversee the bureau's partnership with the Department of Industrial Relations to ensure apprenticeship opportunities are identified and prioritized for foster youth, and represent the Department on the Interagency Advisory Committee on Apprenticeship (IACA)

10% — Represent the Bureau, Branch, and Department in meetings with the Legislature, other state agencies, federal and local governments, county welfare departments, tribal entities, community interest groups, and advocacy organizations, exercising political acumen, sound judgment, and the highest level of decorum and professionalism in all interactions.

10% — Provide expertise, guidance, and consultation on bureau program policies to managers and leadership across the Children and Family Services Division and other departmental organizations; oversee ranch-wide contracts are being effectively managed and invoices are processed timely to ensure that service interruption does not occur throughout the state. Coordinate with other states on matters involving children placed across state lines, recognizing that other states operate under their own jurisdiction while ensuring continuity of care and compliance with interstate requirements.

10% — Serve in an acting Branch Chief capacity or carry out Deputy Director delegated assignments, exercising independent judgment on sensitive and politically charged issues, ensuring continuity of Branch operations, and providing decisive leadership and direction in the absence of the Branch Chief.

5% — Provide program related expertise and consultation to the Office of Legislation and the Administration Division on budget and fiscal-related activities which may include estimates, budget change proposals, legislation, and drafting and implementing trailer bill language.

5% — Perform bureau administrative functions including recruiting, hiring and selecting new staff, assessing individual performance and preparing corrective action plans for staff.

B. SUPERVISION RECEIVED:

Under the general direction of the Branch Chief (CEA A), Family Permanency and Support Services Branch, the Manager II is expected to operate with a high degree of independence in carrying out bureau responsibilities and in making recommendations to the Branch Chief on program, policy, and operational matters.

C. ADMINISTRATIVE RESPONSIBILITY:

Directly supervise all Bureau staff, including Supervisor Is, a Supervisor I Specialist, a Contract Analyst, and an Office Technician. Review and approve staff travel and other Bureau business expenses; conduct timely review of staff performance; review and approve staff time off requests; recruit, screen and hire staff. Oversee the development of Requests for Proposals (RFPs), Requests for Information (RFIs), and contracts for services that support bureau and branch program delivery. Ensure confidentiality of personal and/or sensitive information, utilizing good judgment in handling sensitive and confidential materials and matters when working on documents and project-related issues.

D. PERSONAL CONTACTS:

The Manager II has frequent contact with the Branch Chief, Deputy Director, and departmental leadership on program, policy, and operational matters. Maintains regular contact with county staff through direct communication and statewide meetings, as well as tribal representatives, contracted service providers, and advocacy groups.

E. ACTIONS AND CONSEQUENCES:

Errors in judgment, unsound policy recommendations or inadequate administration of identified responsibilities can result in the state's failure to achieve CDSS goals and improved outcomes for youth and families served. Such errors may also result in fiscal sanctions, loss of federal funding, or increased costs to state and local government. Disrespectful communication or behaviors may result in damaging the credibility of the department or undermining collaborative working relationships with policy partners and stakeholders.

F. OTHER INFORMATION:

The job may require occasional travel within the State. The Manager II is currently required to work a minimum of two days per week in the office under the Department's telework policy, subject to change based on business needs or departmental mandate. This position operates on a standard Monday through Friday schedule within the core hours of 7:30 a.m. and 5:30 p.m., with flexibility in scheduling an 8-hour workday within those hours.