

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-355-5402-910

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

CCDD/Child Care and Policy Development Branch

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

ACCESS/Provider Unit

SUPERVISOR'S NAME:

Alejandra Ruiz

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)

X 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

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):**X** 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 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.

CONCEPT OF POSITION:

Under the general direction of the Advancing Child Care and Equity Support Section (ACCESS) Chief, the Analyst III will lead, coordinate, and manage the workload for dedicated fiscal support required to implement and administer child care subsidy programs. The Analyst III will provide fiscal data and high-level technical expertise on the most complicated child care and development legislation and proposals, while liaising with fiscal estimates related to child care subsidy payments. The incumbent will represent the department with external child care partners, including contractors and provider union. This necessitates extensive communication, persuasion, and negotiating skills to effectively defend the administration and departmental interests and positions on fiscal decisions. Dedicated fiscal support will be required to assist in development, implementation, and maintenance of changes to the fiscal infrastructure of CDSS's child care programs. Associated fiscal coordination and special assignments will be the responsibility of the Analyst III.

A. RESPONSIBILITIES OF POSITION:

- 30% The Analyst III is responsible for expert decisions regarding provider payment methodology based upon statute and collective bargaining agreements. The incumbent acts as primary point of contact within CDSS to manage and implement highly sensitive subsidy provider payments. The incumbent develops and maintains data sharing agreements. The incumbent collaborates in a leadership role with internal CDSS divisions, such as Fiscal and Accounting Division and Research, Automation, and Data Division, and other state and local agency data collectors. The incumbent ensures alignment with the needs of key CDSS program areas.
- 30% The Analyst III prepares fiscal reports and summaries associated with child care subsidy payments. The incumbent prepares proposals and participates in the branch review of Trailer Bill Language and Budget Bill Language. The incumbent reviews and analyzes these items for funding issues, advises management of the programmatic and fiscal implications of the proposals, documents and reports findings in a structured, professional format, and develops presentations for the department, agency, Department of Finance and other child care partners and county staff. The incumbent represents the department in high level meetings with internal and external child care providers on child care subsidy payments requiring extensive communication, persuasion, and negotiating skills.
- 20% The Analyst III acts in a leadership role as a liaison between CCDD and internal and external partners regarding child care subsidy payments and supplemental payments. The Analyst III collaborates with internal partners and contractors for payment distribution, unspent fund reconciliation, monitoring, and compliance. The incumbent monitors and collaboratively provides specialist-level guidance and technical assistance to partners, provides subject matter expertise, and speaks on behalf of CDSS leadership. The incumbent represents the department in meetings and is adept at developing and presenting new and alternative methodologies within short timeframes based on input from oversight agencies and external child care partners and speaking on highly sensitive subjects.
- 15% The Analyst III serves as lead or backup in other branch projects as needed, including but not limited to supporting the training of staff, assisting with staff recruitment and staff development, and review of sensitive information related to child care subsidy payments. The incumbent provides support for the established division objectives and assures that departmental priorities are met through careful planning, organizing, and scheduling of available resources in order to meet budgeting requirements.
- 5% The Analyst III performs other duties as assigned by the Bureau Chief or Section Chief as required.

B. SUPERVISION RECEIVED:

The Analyst III works independently under the general direction of the Section Chief on special projects. The incumbent is required to exercise initiative and a large degree of independence in completing assignments. The incumbent will serve in a lead capacity for most assignments requiring coordination with other staff and organizations. A significant amount of independence and decision making is required for this position.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III is responsible for representing CCDD in issues related to implementation of child care subsidies.

D. PERSONAL CONTACTS:

The Analyst III will have frequent contact with CCDD staff, child care and development contractors, child care providers, Child Care Providers United, CalHR, and other interest holders. This necessitates extensive communication, persuasive, and negotiating skills in order to effectively defend administration and departmental interests and positions.

E. ACTIONS AND CONSEQUENCES:

The Analyst III must exercise sound judgment, confidentiality, open-mindedness, flexibility, and demonstrate an ability to act independently. Failure to do so could result in adverse fiscal and policy consequences.

F. OTHER INFORMATION:

The work completed by CCDD is the foundation for the Governor's Budget as well as other legislation and are therefore subject to legislative schedules and time frames. There are times throughout the year when mandatory overtime becomes a requirement for analysts and managers in the bureau to meet strict deadlines. This position requires a high degree of initiative, independence, judgment, and originality in performing duties. The incumbent must work under short time lines as well as communicate effectively and professionally, both orally and in writing when interacting with the public and/or other employees. The Analyst III will independently complete assignments in a timely and efficient manner, effectively handle multiple tasks and tight deadlines calmly and efficiently. The incumbent must 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.

Desirable qualifications:

- Excellent organizational, communication, and project management skills are essential for success
- Ability to provide subject matter consultation on fiscal-related matters with internal and external child care partners
- Excellent analytical skills with demonstrated ability to work independently, think logically and creatively, apply a range of analytical and research tools, identify any process gaps, make sound recommendations, and develop business requirements based on the recommendations
- Experience facilitating projects involving multiple child care partners
- Knowledge of the Child Care and Development Fund and CDSS child care programs
- Knowledge of child care subsidy payments is highly desirable
- Knowledge and understanding or willingness and ability to learn CDSS organization, business program areas, technology architecture, and processes