

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-652-5393-XXXDIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***RADD/AIM**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***EDMB/Program Integrity/County IEVS, Collections & Review**

SUPERVISOR'S NAME:

Amy De La Cruz

SUPERVISOR'S CLASS:

Supervisor ISPECIAL 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 works with Federal Tax Information and fingerprinting will be required. Position requires fieldwork with overnight travel of a minimum of 40% throughout the state and may include working irregular hours.

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 mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data life cycle.

CONCEPT OF POSITION:

Under direction of the Supervisor I, the Analyst II performs the more complex analytical duties such as conducts statewide compliance reviews, provides direction, consultation, and administrative oversight to county welfare departments for the California Work Opportunity and Responsibility to Kids and the CalFresh programs for overpayment/overissuance collection activities, including the Tax Offset Program, and the Income Eligibility Verification System (IEVS) processing.

A. RESPONSIBILITIES OF POSITION:

40%: Travel throughout the State of California conducting IEVS county compliance and performance evaluation reviews. Conduct more complex IEVS county compliance and performance evaluation reviews; prepare written reports communication findings, issues, and recommendations for the largest California counties without supervision. These reviews will include but are not limited to the following areas:

- IEVS Matches;
- Treasury Offset Program (TOP) and Franchise Tax Board (FTB) Collections;
- Overissuance/Overpayment claims establishment and collections in accordance with procedural and regulatory guidance;
- Federal Tax Information (FTI) and Personal Identifying Information (PII) Safeguarding.

Perform review objectives, frequency, scope, and methodology to conduct reviews; meet and discuss identified deficiencies and corrective actions required with county supervisory staff and other personnel directly involved with the IEVS process. Travel with some overnight stays is required to conduct reviews.

30%: Monitor county corrective action plans to ensure full implementation and time-frame compliance; provide consultation and training services to county welfare departments. Review and evaluate county programs to identify best practices for overpayment/overissuance recovery. Build and maintain good working relationships with counties; provide technical assistance and guidance to counties to improve their performance on the collection of overpayment/overissuance.

15%: Review and analyze problematic areas and create issue memos, All County Letters, initiatives, legislation, and regulations as appropriate; develop recovery policies, procedures, and systems for statewide application.

10%: Participate in special projects, meetings, and work in a team environment to accomplish assignments, objectives, and goals. Collaborate with internal and external stakeholders to meet program goals and enhance client services.

5%: Research and respond to inquiries. Other related duties as appropriate and/or assigned.

B. SUPERVISION RECEIVED:

Receives general direction from Supervisor I. Progress and status reports are made frequently and final product reviewed for completeness and consistency. Field work (travel) comprises approximately 40% of work time, some overnight stays may be required.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with other Departmental staff and managers; other state departments (e.g., Bureau of State Audits, Health Care Services, Office of Systems Integration); private sector organizations; welfare program administrators in California counties and in other states; and federal agencies (e.g., Food and Nutrition Administration formerly Food and Nutrition Services and Office of Inspector General).

E. ACTIONS AND CONSEQUENCES:

A cost-effective statewide CalWORKs and CalFresh overpayment recovery program requires consistent and effective direction, oversight, and leadership from the state agency. Failure to carry out program objectives by the Analyst results in inefficient operations, a waste of limited government funds, and missed opportunities to increase revenues through overpayment/overissuance recoveries. Failure to pass federal compliance reviews could also result in fiscal penalties being assessed against the state.

F. OTHER INFORMATION:

Background Investigation Minimum Requirements fingerprint clearance required (IRS PUB 1075).

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-652-5157-XXX

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

RADD/AIMB

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

EDMB/Program Integrity/County IEVS, Collections & Review

SUPERVISOR'S NAME:

Amy De La Cruz

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)

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CONCEPT OF POSITION:

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- IEVS Matches;
- Treasury Offset Program (TOP) and Franchise Tax Board (FTB) Collections;
- Overissuances/Overpayment claims establishment and collections in accordance with procedural and regulatory guidance;
- Federal Tax Information (FTI) and Personal Identifying Information (PII) Safeguarding.

Perform review objectives, frequency, scope, and methodology to conduct reviews; meet and discuss identified deficiencies and corrective actions required with county supervisory staff and other personnel directly involved with the IEVS process. Travel with some overnight stays is required to conduct reviews.

30%: Assist senior analysts in performing review objectives, frequency, scope, and methodology to conduct reviews; meet and discuss identified deficiencies and corrective actions required with county supervisory staff and other personnel directly involved with IEVS process. Monitor county corrective action plans to ensure full implementation and time-frame compliance; provide consultation and training services to county welfare departments. Build and maintain good working relationships with counties; provide technical assistance and guidance to counties to improve their performance on the collection of overpayment/overissuance.

15%: Assist senior analysts with review and analysis of problematic areas, and create issue memos, All County Letters, initiatives, legislation, and regulations as appropriate. Support unit and development of recovery policies, procedures, and systems for statewide application.

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