

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-552-4801-001

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

CFSD/Family Permanency and Support Services Branch

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

Resource Family and Eligibility 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)

Fingerprint Clearance (DOJ/FBI).

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.

3 Supervisor I's

Total number of positions for which this position is responsible: 18

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

MISSION OF ORGANIZATIONAL UNIT:

The Resource Family and Eligibility Support Bureau (RFESB) is responsible for carrying out the vision of the Family Permanency and Support Services Branch by ensuring policies to approve and support resource families remain child centered and family friendly. Additionally, the Bureau ensures compliance with Title IV-E foster care eligibility determinations and oversees policy related to foster care maintenance and Kin-GAP eligibility and funding. The Bureau provides support to Tribes with a Title IV-E Agreement with California to support the start up of their own child welfare programs.

CONCEPT OF POSITION:

Under the general direction of the Branch Chief, the Sup II provides planning, direction and leadership to the RFESB 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 resource families and improved wellbeing of children in foster care. The Sup 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 representative, state and federal partners, counties and stakeholders.

A. RESPONSIBILITIES OF POSITION:

45% Supervise and lead the activities of RFESB 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

25% 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.

20% 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 bureau contracts are being effectively managed, and invoices are processed timely to ensure that service interruption does not occur throughout the state. Provide oversight of the California Title IV-E State Plan and work with the Administration of Children and Families to plan and organize federally required onsite reviews.

5% Serve as acting Branch Chief of FPSSB when necessary, including attending meetings and representing the Branch when appropriate.

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:

The Supervisor II receives general direction from the Branch Chief (CEA A) of the FPSSB and occasional direction from the Deputy Director of the Children and Family Services Division.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for management functions of their Bureau with direct supervision of three Supervisor Is and assists with the overall management of the Branch. Reviews and approves staff travel, equipment and supply purchases and other business expenses. The Supervisor II is required to utilize good judgment in handling sensitive and confidential materials and information.

D. PERSONAL CONTACTS:

The Supervisor II will be in frequent contact with other CDSS management and staff, other State departments and agencies, county department directors and program managers, Tribal representatives, members of the California Legislature and their staff, judges and court officers, private non-profit organizations, members of the general public, federal representatives and representatives from national organizations.

The Supervisor must maintain a high degree of respect, tact, diplomacy and discretion in effectively communicating with a diverse array of stakeholders.

E. ACTIONS AND CONSEQUENCES:

The Supervisor II exercises judgment in making decisions affecting all aspects of the Bureau. Poor judgment and faulty decision making can adversely impact on the ability of the Department to effectively achieve goals to improve outcomes for children and families in foster care. 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 damage the credibility of the Department or undermine collaborative working relationships with policy partners and stakeholders.

F. OTHER INFORMATION:

The Supervisor II position requires occasional travel throughout the State. The Supervisor 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 need or departmental mandate. This position operates on a standard Monday through Friday schedule within the core hours of 7:30am and 5:30pm, with flexibility in scheduling an 8-hour workday within those hours.