

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Student Assistant

POSITION NUMBER:

800-353-4870-910

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

CCDD/CCPDB

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

LEAD/Equity, Community, and Partnership Section

SUPERVISOR'S NAME:

Ashley Stith

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)
- ☒ 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):

- ☒ 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 the 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 childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under close supervision from the Supervisor II and with support from other program support staff, the Student Assistant (SA) assists the Learning, Equity, Advancement, and Development (LEAD) Office. The SA may be asked to work in different units within the LEAD Office based on office needs. The SA reviews and processes paperwork submitted and evaluates all paperwork for completeness and correctness. SAs must demonstrate excellent customer service skills and communicate through email and/or phone as needed. SAs must be well-organized and keep detailed notes and track assignments as they may have tasks/assignments that lie within different units simultaneously.

The SA must have the ability to reason logically, write effectively, analyze situations accurately, suggest recommendations to supervisor, and adopt an effective course of action, establish and maintain cooperative relations with those contacted in the work. The incumbent's schedule will be based on what best fits the needs of the office and the incumbent.

The SA will provide recommendations for analysts and management. The SA will assist staff by creating weekly reports for management and must be proficient with Microsoft Office, Excel, Word, Adobe Acrobat (PDF), Microsoft Teams, and other office systems.

The SA participates in various phases of a planned training program as well as learns state policies, procedures, and techniques related to the grant process. The SA performs meaningful tasks which are valuable and necessary to the program of the department, such as computation, programming, and analysis of data. The SA gains practical experience in the professional or technical field of study in child care programs as well as assists in research, analysis, review, and other related activities in the department.

A. RESPONSIBILITIES OF POSITION:

40% The SA will review program communications and documents for completeness and accuracy. The incumbent will follow processes and policies to summarize their findings in an email and reach out directly to other analysts and management to correct any discrepancies or issues identified during the review process. With guidance from management, the incumbent will reply to internal and external program partners via email or phone as needed.

25% The SA develops regular reports for Supervisor I and Supervisor II staff detailing the status of any project/ assignments. The incumbent must be able to collaborate with internal and external partners. The incumbent will be responsive to track high-importance emails and other relevant information and compile the information into concise reports, while also keeping the unit updated on all assignments. The incumbent must present the information in an easy-to-read format and on a timely basis.

20% The SA reviews relevant materials such as the Welfare and Institutions Code (WIC), Code of Federal Regulations (CFR), legislation, regulations, policy, reports, contracts, instructional materials, quality improvement proposals, and various publications. The incumbent researches and keeps informed of current issues relating to existing and proposed changes in the WIC, CFR, law, regulations, policy, and guidelines governing the administration of early learning and care programs administered through the CCDD and provides information and analysis to staff. The incumbent participates in meetings and webinars to stay updated on work relating to grant policies and guidelines, federal and contractor reports, and other projects as assigned. The incumbent analyzes and evaluates office and committee procedures and makes recommendations to streamline processes.

10% The SA participates in staff meetings as well as keeps the LEAD Supervisor I and II apprised of the status of all projects and problems that may arise. The incumbent assists other staff with critical projects as needed; and performs other job-related duties as required.

5% The SA performs multiple administrative duties, which include typing general correspondence, searching and/or purging files, and other related support activities. The SA performs other duties as assigned.

B. SUPERVISION RECEIVED:

The SA receives close supervision from a Supervisor II and guidance from Supervisor I Specialists. The SA is responsible for the timely completion of assignments in an acceptable format and apprising the Supervisor II of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The SA is involved in a wide array of administrative activities throughout the division, as outlined in Section A.

D. PERSONAL CONTACTS:

The SA works closely with CDSS staff, contractors, County Licensing Offices, and grantees.

E. ACTIONS AND CONSEQUENCES:

The Infrastructure Grant Program is a politically-sensitive program that affects child care providers across the state. Failure to prepare the paperwork required for payment can cause undue financial burden on grantees. This will jeopardize CDSS's working relationship with child care providers who are receiving the grant. Additionally, not providing timely responses to inquiries about the program may prevent grantees or prospective grantees from making informed decisions on how to proceed in the program.

Additionally, failure to use good judgment in handling sensitive and confidential information as well as the inability to use tact and good judgment will impact our communication partners. Inability to complete assignments and project components in a timely manner could result in delays that could impact funding to our child care providers.

F. OTHER INFORMATION:

The SA is a training classification that will develop the incumbent's skills in state government accounting practices, processes, and techniques. The SA will develop analytical, written, and oral communication skills, as well customer service and follow-through skills. The incumbent will develop and display the sound judgment needed to adjust workload in order to meet conflicting deadlines while working under pressure.