

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I (Limited Term)

POSITION NUMBER:

860-5157-955

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

Community Care Licensing Division

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

CCL- Child Care Program Office - Child Care Integration Unit

SUPERVISOR'S NAME:

Suada Sergio

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)

Fingerprint clearance required from 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.

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:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

CONCEPT OF POSITION:

Under direction of the Supervisor I, the Analyst I will perform entry through first journey level analytical duties in the Child Care Program Office. The Analyst I functions under the close supervision of the manager and/or with the assistance of more seasoned staff and/or as a team member in the conduct of policy and administrative support to the Community Care Licensing Program.

A. RESPONSIBILITIES OF POSITION:

30% With direction from unit manager, will progressively develop and/or revise regulations to meet program, legislative, and partner needs. Assist with research, analyzes, development and revision of internal and external resources, including reports, for regulation and policy development. Assist in the development of policies, analyze data and make recommendations independently.

25% Collaborate and assist in coordination with multidisciplinary partners. Research information, determine impact, organize findings, and prepare detailed written analyses for management review.

15% Provide less technical consultation and guidelines to licensing staff in Regional Offices to assist them with incorporating quality improvement into the licensing process and ensure consistent application of policies and procedures on a statewide basis. Research complex questions and submit drafts for approval by management, executive staff and/or legal review.

10% Assist with providing training and consultation to staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures.

10% Coordinate with project managers and draft analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for project improvements. Assist in the creation and regular update of forms, develop resources and tools for projects and information dissemination to field staff and partners.

5% Along with management, represent the Department at meetings and conferences with other Divisions in the Department and with public entities to create compliance standards for new federal mandates on Child Care. Collect partner input and inquiries during meetings for further research and may be required to conduct presentations.

5% Other special projects such as, but not limited to, drafting responses to control correspondences and facilitating work-groups consisting of internal and/or external partners. The nature and extent of the duties of this position may occasionally require travel and overnight stays.

B. SUPERVISION RECEIVED:

The Analyst I receives direct supervision from and reports to the Supervisor I of the Child Care Integration Policy Unit. Assignments and final products are reviewed for completeness and consistency by the Supervisor I. The incumbent is required to display initiative, resourcefulness and the ability to work as a team in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I has frequent contacts, and must constantly coordinate with other Program staff, partners, the Department's Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The Analyst I will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

The Analyst I must be able to objectively handle assignments and diplomatically work with others. Failure to perform duties and services of this position while exercising tact and good judgment in dealing with others could result in failure of the Division and the Department in meeting its program mandates.

F. OTHER INFORMATION:

Some travel through out the State is required. The Analyst I is subject to fingerprinting and a criminal records check by Department of Justice.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II (Limited Term)

POSITION NUMBER:

860-5359-955

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

Community Care Licensing Division

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

CCL- Child Care Program Office - Child Care Integration Unit

SUPERVISOR'S NAME:

Suada Sergio

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)*

Fingerprint clearance required from 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.

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.

When acting as a lead person on a project, the Analyst II may lead a group of 1-5 employees.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

CONCEPT OF POSITION:

Under direction of the Supervisor I, the Analyst II will perform analytical duties in the Child Care Program Office. The Analyst II may function independently and/or as a team leader/member in the conduct of policy and administrative support to the Community Care Licensing Program. The Analyst II is required to develop regulations, policies, procedures, analyze data and make recommendations independently. Strong writing skills are required.

A. RESPONSIBILITIES OF POSITION:

30% Develop and/or revise regulations and written directives based on program, legislative, and partner needs. Meet with partners, both internal and external, other state agencies, advocates, etc. Prepare a work plan, draft regulatory language and statement of reasons. Attend public hearings and respond in writing to public comments. Research information, determine impact, organize findings, and prepare detailed written analyses for management review. Lead Child Care projects and task forces, as needed.

25% Respond to requests from field staff, providers, consumers, advocates, the media, and partners. Draft responses and provide recommendations to sensitive issues for management review. Develop training modules that include power point presentations and handouts for participants, as needed. Act as a resource for policy/procedural questions. Attend meetings, conferences and participate in workgroups for both internal and external partners on behalf of the Department.

15% Provide consultation and guidelines to licensing staff in Regional Offices to assist them with incorporating quality improvement into the licensing process and ensure consistent application of policies and procedures on a statewide basis. Research complex questions and submit draft responses for approval by management, executive staff and/or legal review.

10% Provide training and consultation to staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures.

10% Coordinate with project managers and write analytical reports documenting project development and end results such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program project results and prepare recommendations for project improvements. Create and regularly update forms, develop resources and tools for projects and information dissemination to field staff and partners.

5% Represent the Department at meetings and conferences with other Divisions in the Department and with public entities to create compliance standards for new federal mandates on Child Care. Collects partner input and inquiries during meetings for further research and may be required to conduct presentations.

5% Other related duties as required and assigned.

B. SUPERVISION RECEIVED:

The Analyst II receives supervision from and reports to the Supervisor I of the Child Care Integration Policy Unit. Assignments, and final products are reviewed for completeness and consistency by the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has frequent contacts, and must constantly coordinate with other Program staff, partners, the Departments Legal and Legislation Division, and staff at all levels from other Divisions within the Department. The Analyst II will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

Failure to perform duties and services of this position well could result in failure of the Division and the Department to meet its program mandates.

F. OTHER INFORMATION:

Analyst II acts as lead for less experienced analytical staff and support staff in the absence of the Supervisor I.