

DUTY STATEMENT

CLASSIFICATION	DIVISION
Supervisor II	Community Services
WORKING TITLE	UNIT
Community Services Branch Chief	Community Services
POSITION NUMBER	COLLECTIVE BARGAINING UNIT
016-255-4801-001	S01
EMPLOYEE NAME	EFFECTIVE DATE

CSD Mission:

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities.

Position Summary:

Under the general direction of the Community Services & Development (CSD) Deputy Director of Programs Branch, the Supervisor II functions as the Branch Chief of the Community Services Branch. The Branch Chief maintains primary responsibility for ensuring the effective and compliant administration of programs under the purview of the Community Services Branch, including the Community Services Block Grant (CSBG), a federally funded program which provides core funding to local agencies to reduce poverty, revitalize low-income communities and empower low-income families to become self-sufficient. The incumbent establishes policy and work direction for the planning, implementation, and management of CSBG grant funds, including the administration of CSBG grant funds by the statewide network of local public and non-profit subgrantees. In addition, the Branch Chief may be responsible for other poverty-related programs that are not CSBG funded. Duties include, but are not limited to, the following:

Essential Functions:

- 45% Through subordinate managers, plans, directs, monitors, and evaluates the work activities and staff of the two units which comprise the Community Services Branch: Program Development and Field Operations and Technical Support. Promotes staff/team development, coaches, trains, and empowers staff and focuses on process improvement. Ensures goals and objectives are met and align with the Department's Strategic Plan. In coordination with the Deputy Director of Programs, develops and implements policies and procedures that provide income challenged state residents with community services to help achieve self-sufficiency and provide emergency assistance services; develops policies and procedures to ensure program and financial accountability of community services programs and works with contract providers and managers throughout the state to identify problems and develop solutions related to services for local programs. Responsible for the oversight and administration of approximately \$60 million in federal block funds for the CSBG and \$7.5 million in state general funds for the California Earned Income

Tax Credit (CalEITC). Monitors overall program performance and effectiveness, working with local agencies to correct deficiencies, provide training and technical assistance and meet targeted outcomes.

- 40% Participates in and represents the department in workgroups and task forces that develop and adopt standards, performance measures, management tools and protocols that impact the funding, policy, and administration of the federal CSBG. Participate as a member of the CSD executive management team, collaborating to advise departmental policy, establish strategic plan goals and objectives, and contribute to executive decisions. Responds to and prepares correspondence for the Chief Deputy Director and Director's signature; and upon request, represents the Chief Deputy Director.
- 10% Plans, organizes, and supervises the ongoing work and activities of the Program Development and Reporting (PDR) analytical staff responsible for performing research, program and contract development, implementation activities, compliance monitoring, and expenditure processing. Ensures compliance with statutory requirements associated with the CalEITC. Responsible for overseeing and ensuring the development of Notice of Funding Availability, Request for Proposals, interagency agreements, surveys, issue memos, ad hoc reports, and special projects. Supervises the analysis and processing of service provider expenditure claims in conjunction with contractual requirements. Oversees the preparation, revision, and submission of the CSBG State Plan, CSBG Annual Report, CSBG Community Action Plan and annual development of CSBG, CalEITC and other contract language as assigned. Provides support for the Annual Report data management and reporting activities.

Marginal Functions:

- 5% Perform other duties as required and consistent with department needs in alignment with the Supervisor II class specifications. Participate in activities that contribute to professional growth and development.

Supervision Received:

The Community Services Branch Chief receives supervision from the Deputy Director of Programs Branch. The Branch Chief is expected to operate with high degree of independence while keeping the Deputy Director of Programs, Chief Deputy Director, Director, and executive team informed on a proactive and timely basis of the status of assignments, potential CSBG contractor network and statewide association issues, and mitigation strategies. The Branch Chief must be capable of excellent judgment in addressing personnel, policy, programmatic and fiscal concerns and establishing collaborative working relationships with all stakeholders.

Supervision Exercised:

The Supervisor II oversees a team of subordinate supervisors and program analysts.

Personal Contacts:

CSD's Director, Chief Deputy Director, Deputy Directors, Agency Assistant Secretaries, legislative staff, representatives from federal and state agencies, state and national associations and stakeholders and CSD's contract network comprised of local public and private non-profit organizations.

Responsibility for Decisions and Consequences of Error:

Failure to comply with or assure compliance with applicable federal or state law and/or regulations may result in the loss of funding, poor relationships with CSD's network of service providers and ineffective services to the low-income population served. Additionally, it can result in inappropriate expenditure of public funds, federal and state monitoring, and audit exceptions, political scrutiny, and negative criticism of CSD and its programs.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

This position performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.

Working Conditions:

- To promote collaboration, team cohesion, and employee development, CSD operates on a hybrid schedule in accordance with both Statewide and CSD's Telework Policies.
- Work at an alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.
- Work performed in the office is in a climate-controlled building with both natural and artificial lighting.
- Work requires sitting for an extended period using a personal computer and the use of standard office equipment, such as phones, copiers, or scanners.
- Occasional travel may be required to attend meetings, training, and other job-related events.

Competencies:

- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers.
- Innovation – Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams. Coordinates and collaborates closely with the Executive team, and maintains open lines of communication regarding emerging issues and projects.

- Vision – Understands the context and mission of the Department both internal and external.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Mentor and Coach – Ability to instruct, direct, and prompt subordinates to help them perform to their full potential.

Special Requirements:

Travel within California and out of state up to 25% of the time, representing CSD at public hearings, monitoring reviews, special events and workshops, including regional and national conferences. Participate in training and technical assistance sessions and meetings with other CSBG state administrators and national partners.

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Employee Acknowledgement:

I have read and understand the duties and requirements listed above. I am able to perform these duties with or without reasonable accommodation. (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from CSD Human Resources, Reasonable Accommodation Coordinator.)

Employee Signature

Date

Supervisor Acknowledgement:

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor:

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR (csd.hr@csd.ca.gov)
- Provide a copy to the Employee
- File a copy in the Supervisor's drop file

