

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-371-4800-004

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

CCDD/Central Operations Branch

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

CCAB/DASS/Administrative Services Unit

SUPERVISOR'S NAME:

Samantha Harris

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.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

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.

(4) Analyst IIs

Total number of positions for which this position is responsible: 4

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

(4) Analyst IIs

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 programs and services that serve the whole child and 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 child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under the general direction of the Section Chief in the Division Administrative Support Section (DASS) within the Child Care and Development Division (CCDD), the Supervisor I is responsible for overseeing the Administrative Services Unit (ASU), which includes budgets, fiscal, agreements, communications, and process documentation. Responsibilities include, but are not limited to planning, directing, and organizing the ASU in support of the CCDD strategic goals.

A. RESPONSIBILITIES OF POSITION:

40% The Supervisor I directs the formulation and implementation of strategies to carry out policies, programs, and priorities of the Deputy Director and the California Department of Social Services (CDSS) related to the division's budgets, communications, and agreements (i.e., contracts, inter-agency agreements, Memorandums of Understanding, and service orders). The Supervisor I implements, maintains, and reviews the development of daily activities including direct assignments and special projects. In consultation with other division unit supervisors, recommends and obtains approval from managerial levels of major strategic implementation strategies and directs the implementation of administrative tasks. The incumbent independently determines routine decisions and proposes changes, including legislation and regulations designed to improve the subject areas assigned to the ASU.

30% The Supervisor I directs and supervises staff assigned to the ASU, which includes a team of four analysts, to determine ongoing work assignments and delegate responsibilities. The incumbent directs daily activities which includes assigning special projects, and monitoring and evaluating performance. The incumbent reviews and approves leave requests and conducts, arranges, and approves trainings. The Supervisor I develops analytical staff skills through coaching, delegation, and assignment of lead responsibilities.

15% The Supervisor I represents the CDSS in processing and responding to highly confidential and time-sensitive matters such as budget change proposals and contract processes. The incumbent interviews and selects personnel assigned to the unit and provides fiscal oversight to support the work of the unit. This position ensures that correspondence from the unit meets departmental standards and policies, and keeps supervisor apprised of the status of projects and programs. The Supervisor I participates in CDSS and CCDD manager, leadership, and staff meetings. The incumbent conducts regular unit staff meetings to review and support workloads and responds to requests for assistance from the CDSS staff and the public when needed.

10% The Supervisor I assigns, directs and supervises the preparation of staff work products. The incumbent determines tasks, timelines and due dates, and reviews products for accuracy and completeness. The incumbent ensures that product content is consistent with policy, regulations, and the CDSS standards. The Supervisor I develops and makes presentations internally and externally as needed for all subject areas assigned to ASU.

5% The Supervisor I internally and externally represents the CCDD and the ASU for all subjects assigned to ASU.

B. SUPERVISION RECEIVED:

The Supervisor I receives direction from and reports to the Section Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I functions as a highly skilled manager with the ability to identify and resolve issues surrounding business process, capacity improvement, organizational structure, and division-wide implementation. The Supervisor I is responsible for developing analytical staff skills towards independence and practices of continuous improvement.

D. PERSONAL CONTACTS:

The Supervisor I frequently interacts with division and department leadership and staff, especially with divisions dedicated to state administrative subject areas.

E. ACTIONS AND CONSEQUENCES:

The Supervisor I is responsible for ensuring fiscal and contractual integrity and efficiency for all business processes in CCDD. Failure to do so can expose the division and the department to significant legal and fiscal exposure, thereby jeopardizing the care and support for children and families facilitated by the division and the department. The Supervisor I is responsible for developing competent staff and providing leadership support in the areas of workload management, training, and independence. Failure to develop and support staff can lead to reduced morale, retention, and efficiency. In turn, this can reduce the division and the department's efficacy in providing or supporting services for children.

F. OTHER INFORMATION:

Desirable Qualifications:

- Excellent personal organization skills
- Excellent communication skills: verbal and writing
- Fiscal competencies
- Ability to train and support analytical staff
- Attention to detail