

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)

Child Care Program Office - Field Support Policy Unit

SUPERVISOR'S NAME:

Melanie Huitt

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 conduct of policy and administrative support to the Community Care Licensing Program. 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 Child Care Licensing Program.

A. RESPONSIBILITIES OF POSITION:

40% With direction from the unit manager, progressively analyze, develop and revise regulations, licensing policies, procedures, legislation and budget change proposals. Research and create supporting documentation, including reports, for regulation and policy development.

30% Provide consultation and guidelines to licensing staff in Regional Offices (ROs) to assist them in the licensing evaluation process and ensure consistent application of policies and procedures on a statewide basis. Research policy interpretation requests from the ROs and develop issue papers to present to management for review and consideration. Work closely with management to develop Regional Office Memos or Provider Information Notices to communicate important license-related information to the RO staff or Partners.

10% Collaborate with training and provide consultation to training staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer application operations.

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. Under supervision of the unit manager, update and edit the Child Care website.

5% Along with management, represent the Department at meetings and conferences with other Divisions in the Department and with public entities to assist with the creation of compliance standards for new federal mandates on Child Care. Collects partner input and inquiries during the meetings for further research and may be required to conduct presentations. Research and develop Provider information Notices to communicate important license-related information to licensed providers of community care.

5% Other special projects as required and assigned such as, but not limited to, responding to control correspondences and 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 the Supervisor I of the Field Support 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 I has frequent contacts, and must constantly coordinate with staff in the other program's policy units, the Departments 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 exercise tact and good judgment in dealing with others can result in the Program's loss of credibility and can impact the image of the Department.

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:

860-5393-955

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

Community Care Licensing Division

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

Child Care Program Office - Field Support Policy Unit

SUPERVISOR'S NAME:

Melanie Huitt

SUPERVISOR'S CLASS:

SupervisorI

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 AGPA 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 and write regulations, policies, and procedures independently and with other program sections. Strong writing skills are required.

A. RESPONSIBILITIES OF POSITION:

40% Analyze, develop and revise regulations, licensing policies, procedures, legislation and budget change proposals. Research and create supporting documentation, including reports, for regulation and policy development.

30% Provide consultation and guidelines to licensing staff in Regional Offices (ROs) to assist them in the licensing evaluation process and ensure consistent application of policies and procedures on a statewide basis. Research policy interpretation requests from the ROs and develop issue papers to present to management for review and consideration. Develop Regional Office Memos or Provider Information Notices to communicate important license-related information to the RO staff or Stakeholders.

10% Provide training and consultation to field and training staff on Child Care procedures, policies and mandates. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer application operations.

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 stakeholders. Update and edit the Child Care website.

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 stakeholder input and inquiries during the meetings for further research and may be required to conduct presentations. Research and develop Provider information Notices to communicate important license-related information to licensed providers of community care.

5% Other special projects such as, but not limited to, responding to control correspondences and and facilitating work-groups consisting of internal and/or external stakeholders.

B. SUPERVISION RECEIVED:

The Analyst II receives direct supervision from the Supervisor I of the Field Support 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 staff in the other program's policy units, 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 to less experienced analytical staff and support staff in the absence of the Supervisor I.