

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-371-5157-724

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

CCDD/Central Operations Branch

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

CCAB/FAAS/Appeals Unit

SUPERVISOR'S NAME:

Robert Hom

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*)

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: 0

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 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 supervision of the Supervisor I of the Appeals Unit under the Child Care Administration Bureau, and working cooperatively with program units and managers throughout the California Department of Social Services (CDSS), the Analyst I, under guidance, will support various appeal and administrative processes, including: Parent Appeals, Request for Applications Appeals, Office of Administrative Hearings, and Public Record Act (PRA) requests relating to Child Care and Development Division (CCDD) program administration.

A. RESPONSIBILITIES OF POSITION:

30% Under guidance, the Analyst I will write, review, edit, and prepare documents, including parental appeal decision letters, written analysis and recommendations on appeal issues, reports, legislation analysis, policy, and regulations to support child care and early childhood development program activities for senior management, federal and state control agencies (e.g., Finance, Office of Legislation, Legislature, CDSS), and the child care and development service community. The incumbent will make recommendations on issues to senior management, and review and analyze relevant materials such as legislation, regulations, policy, management memos, reports, contracts, instructional materials, quality improvement proposals, and various publications. The incumbent will draft correspondence for the signature of the CDSS supervisors and managers.

25% Under guidance, the Analyst I will consult with and advise the CCDD management, program staff, and clients/contractors regarding CCDD regulations, policies, program appeals and activities. The incumbent will be familiar with child care and development legislation, regulations, contracts, policy and program issues. This position will make recommendations on issues to unit supervisor, respond to questions and provide advice on legislation, regulations, and policy to child care and development clients (e.g., executive directors, program directors, local planning councils, child care advocate groups, community organizations, school districts, and interested parents), unit supervisors, deputy directors, staff in the Child Development Fiscal Services Bureau, Office of Audit Services, Contracts and Procurements Services Branch, Legal Division, and other program areas. The incumbent will assist with the development of presentations and represent the division in public forums for unit supervisors, deputy directors, senior management, and representatives in the public associated with child care and development services and conduct presentations.

15% Under Guidance, the Analyst I will review and resolve parental appeals submitted to the CCDD. The incumbent will establish and maintain case files, investigate cases, develop summaries, and determine and recommend the final disposition of parent and contractor issues. The incumbent will convene, coordinate, and consult with unit supervisors, state and federal liaisons, executive directors, legal counsel, auditors, program directors, child care and development community, school districts, and parents to resolve appeals. The Analyst I will work cooperatively with the CCDD and departmental staff to develop and maintain a comprehensive and streamlined system for the management of parental appeals.

15% Under guidance, the Analyst I will provide support responding to PRA requests. The incumbent will work with CCDD staff and other CDSS divisions to research and locate responsive records and assist with composing written responses to requesters for management review. The incumbent will ensure that PRA responses and accessibility to records are consistent with CDSS standards and policies and meet critical timelines as defined by law.

10% Under guidance, the Analyst I will research current issues relating to existing and proposed changes by law, regulations, policy and guidelines governing the administration of early childhood development programs administered through CCDD.

5% Under guidance, the Analyst I will participate in staff meetings, keep the supervisor apprised of the status of projects and problems, adhere to deadlines, and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives general instructions from the Supervisor I and the Supervisor I is available for questions. The Supervisor I will review project status reports and final products for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The Analyst I has frequent contact and attends meetings with other departmental staff, state contracting agencies, and members of the public.

E. ACTIONS AND CONSEQUENCES:

Recommendations are made based on applicable code, regulations, program policies, and evidence collected from state contracting agencies and members of the public. Based on those items, recommendations may affect family's access to child care.

F. OTHER INFORMATION:

The following are essential for success:

- Excellent interpersonal skills
- Excellent analytical skills
- Excellent communication skills
- Excellent presentation skills

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-371-5393-724

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

CCDD/Central Operations Branch

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

CCAB/FAAS/Appeals Unit

SUPERVISOR'S NAME:

Robert Hom

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*)

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.

Total number of positions for which this position is responsible: 0

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 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 direction of the Supervisor I of the Appeals Unit under the Child Care Administration Bureau, and working cooperatively with program units and managers throughout the California Department of Social Services (CDSS), the Analyst II independently works to support various appeal and administrative processes, including: Parent Appeals, Request for Applications Appeals, Office of Administrative Hearings, and Public Record Act (PRA) requests relating to Child Care and Development Division (CCDD) program administration.

A. RESPONSIBILITIES OF POSITION:

30% The Analyst II will independently write, review, edit, and prepare documents, including parental appeal decision letters, written analysis and recommendations on appeal issues, reports, legislation analysis, policy, and regulations to support child care and early childhood development program activities for senior management, federal and state control agencies (e.g., Finance, Office of Legislation, Legislature, CDSS), and the child care and development service community. The incumbent will make recommendations on issues to senior management, and review and analyze relevant materials such as legislation, regulations, policy, management memos, reports, contracts, instructional materials, quality improvement proposals, and various publications. The incumbent will draft correspondence for the signature of the CDSS supervisors and managers.

25% The Analyst II will independently consult with and advise the CCDD management, program staff, and clients/contractors regarding CCDD regulations, policies, program appeals, and activities. The incumbent will act as a technical expert for child care and development legislation, regulations, contracts, policy and program issues. The incumbent will make recommendations on issues to senior management, respond to questions and provide advice on legislation, regulations, and policy to child care and development clients (e.g., executive directors, program directors, local planning councils, child care advocate groups, community organizations, school districts, and interested parents), unit supervisors, deputy directors and staff in the Child Development Fiscal Services Bureau, Office of Audit Services, Contracts and Procurements Services Branch, Legal Division, and other program areas. The incumbent will develop and make presentations at meetings and in public forums for unit supervisors, deputy directors, senior management, and representatives in the public associated with child care and development services and conduct presentations.

15% The Analyst II will independently review and resolve parental appeals submitted to the CCDD. The incumbent will establish and maintain case files, investigate cases, develop summaries, and determine and recommend the final disposition of parent and contractor issues. The incumbent will convene, coordinate, and consult with unit supervisors, state and federal liaisons, executive directors, legal counsel, auditors, program directors, child care and development community, school districts, and parents to resolve appeals. The Analyst I will work cooperatively with the CCDD and departmental staff to develop and maintain a comprehensive and streamlined system for the management of parental appeals.

15% The Analyst II will independently provide support responding to PRA requests. The incumbent will work with CCDD staff and other CDSS divisions to research and locate responsive records and assist with composing written responses to requesters for management review. The incumbent will ensure that PRA responses and accessibility to records are consistent with CDSS standards and policies and meet critical timelines as defined by law.

10% The Analyst II will independently research current issues relating to existing and proposed changes by law, regulations, policy and guidelines governing the administration of early childhood development programs administered through CCDD.

5% The Analyst II will independently participate in staff meetings, keep the supervisor apprised of the status of projects and problems, adhere to deadlines, and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The Analyst II receives direction from the Supervisor I and the Supervisor I is available for questions. The Supervisor I will review project status reports and final products for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The Analyst II has frequent contact and attends meetings with other departmental staff, state contracting agencies, and members of the public.

E. ACTIONS AND CONSEQUENCES:

Analyst II recommendations are made based on applicable code, regulations, program policies, and evidence collected from state contracting agencies and members of the public. Based on those items, Analyst recommendations may affect family's access to child care.

F. OTHER INFORMATION:

The following are essential for success:

- Excellent interpersonal skills
- Excellent analytical skills
- Excellent communication skills
- Excellent presentation skills