

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-353-5402-001

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

CCDD/Child Care Policy & Development Branch

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

LEAD/Child Care Infrastructure Grant Section

SUPERVISOR'S NAME:

Ashley Stith

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*)

Some required travel

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 II of the Child Care Infrastructure Grant Section (CCIGS) of the Learning, Equity, Advancement, and Development (LEAD) Office, under the Child Care and Development Division (CCDD), the Analyst III leads analytical work related to child care and development program grants, including infrastructure, disaster recovery, facility improvements, fiscal readiness, and child care contract slot expansion initiatives. The role supports the implementation of Welfare and Institutions Code §10245(a), under which the department may set aside up to 15% of child care contract funding to support slot expansion for minor repairs, infrastructure upgrades, and other eligible readiness activities. The Analyst III provides advanced fiscal analysis, policy development, program planning, evaluation and reporting, contract and grant oversight, and statewide technical assistance designed to strengthen Early Learning and Care (ELC) facilities, particularly in communities that have facility capacity needs, impacted by disasters or with limited access to high-quality child care infrastructure and applicable resources. The Analyst III will often collaborate with the Funding Application Unit (FAU), Grants Support Unit (GSU), Program Quality and Improvement (PQI) Branch, Infrastructure Grant Program Unit, California Community Care Licensing Division, and other applicable partners. The incumbent will act as a subject matter expert and collaborate with other internal and external child care partners as needed.

A. RESPONSIBILITIES OF POSITION:

40% The Analyst III independently leads complex analytical work to support infrastructure readiness and facility improvements for child care and development programs. The Analyst III will design and implement ongoing processes for allocating up to 15% of slot expansion funds for minor repairs, infrastructure upgrades, and readiness activities. The incumbent will lead fiscal and programmatic analyses of grant budgets, expenditure reports, federal and state reporting, invoices, and cost allocation methodology and plans across two units. The incumbent will act as a subject matter expert and advises leadership on infrastructure funding strategies, fiscal readiness, and statewide facility needs. This position oversees accuracy and compliance of grant award packages, payment approvals, payment timeliness, and infrastructure related fiscal documentation. The incumbent develops and maintains complex tracking systems, risk assessments, monitoring protocols, applicable communications (i.e. child care bulletins policy briefs, talking points, etc) and performance metrics for infrastructure related grants and readiness activities. The incumbent coordinates with internal partners Funding Application & Appeal Section, Accounting, Budgets, Contracts and Purchasing Bureau, Fiscal Forecasting, Policy Branch, PQI and other applicable partners to ensure consistent guidance and statewide alignment.

25% The Analyst III leads policy work related to infrastructure grants and readiness requirements. In collaboration with FAU and the Infrastructure Grant Program, the incumbent interprets and applies statutes governing slot expansion, disaster related improvements, and facility readiness. The incumbent prepares high-level policy analyses, recommendations, advisories, and management bulletins for directorate review. This position leads cross unit coordination between CCIGS and GSU to ensure consistent statewide implementation of grant programs. The incumbent will develop statewide guidance, frameworks, templates, and operational procedures for infrastructure funding and slot expansion readiness. The Analyst III will consult with CCDD leadership on complex policy issues and drafting legislative analyses and program impact summaries. The incumbent represents CCDD in meetings with state agencies, regional partners, contractors, and grantees to communicate funding priorities and policy direction.

15% The Analyst III prepares high visibility program and fiscal documents, including reports on infrastructure upgrades, challenges, successes, slot expansion readiness, and disaster related project progress. This position prepares legislative reports, grant program summaries, and statewide implementation guidance, and high-level correspondence for signature by the Deputy Director, Directorate, or executive leadership. The incumbent prepares materials for Request for Applications, Request for Proposals, statewide trainings, readiness assessments, technical assistance sessions, and data summaries and visualizations using approved state and federal child care datasets. The Analyst III communicates complex program and fiscal information clearly to diverse audiences, including state leadership, local programs, contractors, legislative staff, and partner organizations.

10% The Analyst III leads or participates in statewide monitoring of facilities, including conducting site visits to assess facility conditions, infrastructure readiness, compliance with grant and contract requirements, and documented need for repairs or upgrades. The incumbent reviews detailed fiscal and cost related documentation and identifying compliance risks, trends, or systemic challenges. This position prepares official monitoring reports, corrective actions, and recommendations for leadership and delivers advanced technical assistance to grantees, contractors, and regional partners on construction, renovation, fiscal management, and readiness expectations. The incumbent supports oversight of disaster impact recovery projects, facility improvements, and infrastructure related grant compliance. Travel is required for monitoring.

5% The Analyst III researches current early learning issues relating to various child care and development facilities, programs and topics, and stays current on trends in child care and development program facilities, environmental safety, disaster and/or emergency preparedness, and universal accessibility to respond to requests for information from a variety of child care partners and audiences.

5% The Analyst III participates in staff meetings, planning activities, and cross unit coordination efforts and completes special projects as requested. This position may operate under direction from multiple managers depending on project assignments. The incumbent keeps supervisors informed of project status, risks, and emerging issues and performs other job-related duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst III receives direction from the Supervisor II of CCIGS under the LEAD Office, CCDD.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III participates in required office and staff meetings, trainings, and conference planning activities. The Analyst III completes special projects and other job-related duties as required and keeps supervisors apprised of the status of projects and problems. The Analyst III performs other duties as assigned.

D. PERSONAL CONTACTS:

The Analyst III supports and assists with projects in the LEAD Office, stays up-to-date with child care and development trends, provides technical assistance to contractors and grantees, and maintains positive relationships with supervisors, managers, consultants, co-workers and the child care and development community. The Analyst III works closely with other analysts, Supervisor I (Specialists), Child Development Assistants, Child Development Consultants, and support staff. Additionally, the Analyst III will assist leadership and implement agency goals, practices, and policies. Regular interactions may occur with the Deputy Director, administrators, managers, data personnel, support staff, child care and development professionals, and other department staff. Collaboration is encouraged, as well as resource sharing and having a team player mentality.

E. ACTIONS AND CONSEQUENCES:

The Analyst III is responsible for supporting assigned projects as well as developing mechanisms that will support the timely completion of assignments and projects. The Analyst III must be flexible, take initiative, be self-motivated, and be able to problem solve and complete projects with little direction. The Analyst III must follow all processes and procedures of the department, division, and unit. The Analyst III must communicate effectively, support the growth and viability of the department, division, and the assigned unit. Failure to implement job duties and actions will adversely affect staff morale, as well as damage the reputation of the department, division, and unit.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience in Child Care and Development
- Experience in Construction, Repair, Renovation of CCD and ELC Facilities i.e., centers and homes
- Effective Project Management Skills
- Effective Public Speaking Skills
- Effective Writing skills and attention to detail
- Effective Relationship Building
- Effective Problem-Solving Skills
- Experience Providing Customer Service