

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-661-5402-xxx

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

Finance and Accounting Division (FAD)

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

Fiscal Policy and Analysis Bureau (FPAB)/Allocations Section

SUPERVISOR'S NAME:

Jasdeep Deoja

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.

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

SUPERVISOR'S SIGNATURE

Elisa Tsujihara

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.

The Analyst III functions as lead to the other analysts in the section, which include the Analyst I, Analyst II, and Research Data Analyst I/II classifications. The Analyst III may also be assigned to serve as lead on team projects with other analysts in the Fiscal Policy and Analysis Bureau (FPAB) Bureau and Financial Management Branch (FMB). The Analyst III is called upon to act in the absence of their supervisor and provide expert consultative services on the feasibility, impact, or potential impact on a variety of projects or proposals. The Analyst III acts as a liaison with the California Department of Social Services (CDSS) program staff and may be required to present expenditures and caseload information, and defend expenditure trend analysis to the counties, the Department of Finance, and the Legislative Analyst's Office. The Analyst III frequently acts in a lead capacity in the development of complex data analysis. In addition, the Analyst III represents the Branch on multi-disciplinary teams and trains other Branch staff on quantitative forecasting methods.

MISSION OF ORGANIZATIONAL UNIT:

The FPAB is responsible for fiscal implementation and support over county program administration for all CDSS programs. This includes providing analysis of federal and state legislation, issuing county fiscal instructions and funding allocations as well as fiscal monitoring to ensure the appropriate use of federal and state fund sources. The Allocations Section establishes and maintains the allocation methodologies for the programs administered by the County Welfare Departments and Probation Departments. This includes overall analysis and coordination for federal and state legislation for fiscal impact, as well as serving as lead or support capacities for special projects. In addition, the Allocations Section is responsible for the fiscal review of administrative expenditures claimed by the counties.

CONCEPT OF POSITION:

Under the general direction of the Supervisor II, the Analyst III is responsible for formulating and recommending data driven fiscal allocation methodologies using the various Departmental data sources available and in partnership with internal and external stakeholders to support assigned programs. This Analyst III is responsible for the allocation development, funding dissemination, and general fiscal oversight of programs under the California Department of Social Services' (CDSS) Housing and Homelessness Division (HHD), such as the Housing Support Program (HSP), Home Safe, and Housing and Disability Advocacy Program (HDAP), or other assigned programs. The Analyst III is responsible for proactively evaluating the Department's programs, understanding relevant legislation, providing technical guidance, analyzing data, and creating fiscal summaries and other time-sensitive documents or ad-hoc responses for internal and external stakeholders. It is essential that the Analyst III provide the proficient level data analysis skills to establish allocation methodologies, processes, and procedures where none exist and improve existing allocation methodologies, processes, and procedures. Responsibilities also include the ability to analyze and explain data/methodologies and use a variety of analytical techniques to provide assistance and guidance on complex tasks or assignments related to the allocations overseen. The Analyst III must be self-motivated to work independently and must be able to reason logically and creatively.

Responsibilities associated with this position may vary with new program implementations, revisions, or reauthorization of the state's Social Services Programs.

A. RESPONSIBILITIES OF POSITION:

- 40% Serve as the lead subject matter expert for all CDSS housing programs, and other assigned program allocations. Assist HHD branch management with the coordination of drafting and publishing written allocation guidance to program grantees relevant to housing program allocation questions, via statewide guidance letters, and similar documents. Formulate and implement allocation methodologies, provide allocation management, and fiscal oversight for the preparation and maintenance of the Department's HHD program allocations, and other programs as assigned. Consult with other branch staff to incorporate relevant data sources in the development of allocation methodologies. Set forth the methods that the State will use to allocate State level costs to appropriate programs. Plan, coordinate, and complete county administrative research analyses which explore housing research projects that analyze expenditure trends compared to allocated funds for the purpose of improving the Department's ability to forecast future changes in county allocations and evaluate current allocation methodologies. Act as lead in the coordination and facilitation of internal allocation meetings. Independently manage multiple high-priority assignments and critical deadlines, exercising sound judgement to prioritize workload and ensure timely completion of deliverables. Proactively identify potential delays, competing priorities, or issues requiring management attention and elevate them with sufficient lead time for resolution. Maintain awareness of program and allocation timelines and provide timely status updates to management without prompting. Effectively manage upward by identifying decisions, approvals, or actions needed from management and initiating appropriate follow-up to ensure deadlines and program objectives are met. Work independently with minimal direction and take ownership of assignments from initiation through completion.
- 30% Provide technical assistance regarding allocations to counties and tribes operating housing programs. Organize and analyze data to monitor program expenditures and any required match, work with program partners, stakeholders, and county and tribal representatives to provide fiscal understanding support on an ongoing basis. Develop data-driven analyses based on county and tribe expenditure performance to measure allocation spending trends. Develop fiscal reports, summaries, presentations, talking points, and briefing materials to CDSS executive leadership relevant to critical funding and policy decisions, and/or to educate audiences such as legislative staff, community housing organizations, welfare advocates, stakeholders, and the general public.
- 15% Serve as the lead allocations staff person in disseminating assigned program funding. Upon approval of program funding by the Legislature, track and allocate reappropriated funding, new funding, and new programs. Work with HHD to analyze program data, including statewide data on housing and homelessness need, make recommendations for individual local allocations, and draft and disseminate allocations letters. Prepare fiscal allocation proposals for issues where precedents are lacking or where only sparse information or experience exists; advise management of the programmatic and fiscal implications of the proposals; document and report findings in a structured, professional format; make presentations to the Department, Agency, other stakeholders and county staff. This requires the establishment of objectives and assurances that department priorities are met through careful planning, organization and coordination of available resources. Must work with program partners to identify policy changes and impacts to fiscal policies.

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- 10% Serve as lead in other branch projects as needed, including but not limited to supporting the training of staff, assisting with staff recruitment and staff development, helping conduct fiscal audits, and drafting other fiscal guidance with respect to other assigned subject areas. Identifies new innovative visualization techniques to develop new solutions to access and use data.
 - 5% Other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst III works independently or under the general direction of the Supervisor II or the Bureau Chief on special projects. The incumbent is required to exercise initiative and a large degree of independence in completing assignments. The incumbent will serve in a lead capacity for most assignments requiring coordination with other staff and organizations. A significant amount of independence is required for this position.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III will serve as a central and primary staff person in the development and dissemination of allocations that impact HHD programs within the California Department of Social Services.

D. PERSONAL CONTACTS:

The Analyst III will be a key representative for CDSS in the frequent interaction and coordination with internal and external stakeholders, including staff at all levels of various state departments, county welfare departments, the County Welfare Directors Association, Tribal Administrators, and other external entities, such as management level staff from other states.

E. ACTIONS AND CONSEQUENCES:

The Branch is responsible for the preparation of fiscal analysis and supporting information used to allocate funds and monitor multi-billion dollar county expenditures. Failure to exercise adequate oversight may result in poor program performance and people experiencing homelessness not receiving critical services. Failure to develop adequate allocation methodologies for departmental programs could result in significant impediments to program implementations. Poorly designed and implemented programs could also result in the loss of federal funds. Failure to comply with federal funding requirements may place the department at risk of federal penalties, disallowances and loss of funding audit exceptions, and in some instances, of existing funds.

F. OTHER INFORMATION:

The Analyst III is expected to have excellent qualitative analysis capabilities and work in a team setting. This position requires strong supervision, communication, and interpersonal skills. The Analyst III is the acknowledged program expert of the Department's HHB programs in the Allocation Section's operations. The incumbent is expected to be well versed in quantitative and qualitative data-driven research, statistical and forecasting techniques, and the utilization of computer resources in the application of these techniques. Experience in coordinating with multiple agencies and working in a single program as well as developing new and innovative methodologies is highly desirable. Knowledge of the CalWORKs Program, Adult Protective Services, Child Welfare, General Relief and other state and local and homelessness housing programs is desirable. The incumbent must be flexible, have good interpersonal skills, strong communication skills, be able to work under pressure, and be capable of working independently.

All work created by this Branch is confidential in nature until it has been published.