

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II/Section Chief (Limited-Term)

POSITION NUMBER:

800-353-4801-955

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

CCDD/Child Care Policy and Development Branch

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

LEAD/Child Care Infrastructure Grant Section (CCIGS)

SUPERVISOR'S NAME:

Nadirah Jones

SUPERVISOR'S CLASS:

Education Administrator 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*)

Occasional travel may be required

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.

(2) Supervisor I (Specialists) (2) Student Assistants
(2) Analyst IIs
(3) Analyst IIIs

Total number of positions for which this position is responsible: 9

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

(2) Supervisor I (Specialists) (2) Student Assistants
(2) Analyst IIs
(3) Analyst IIIs

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 Education Administrator I (EA I), the Supervisor II provides management and oversight for the Child Care Infrastructure Grant Section (CCIGS). The Supervisor II is responsible for the day-to-day management and successful implementation of several child care and development infrastructure grants, data reporting, contracts, grant monitoring, federal and state reporting, analyzing data, and managing the facilities Infrastructure Grant Program team (IGP) and the Disaster Infrastructure Grant Program team (D-IGP). The Supervisor II will assess all contracts and grants to ensure equity, reduce errors, and find solutions while supporting the full implementation of each project fully along with other duties assigned.

A. RESPONSIBILITIES OF POSITION:

40% The Supervisor II will supervise staff assigned as direct reports, assess and determine ongoing work assignments. The incumbent problem solves, guides, and supports staff with managing their work assignments. The incumbent will direct daily activities and special assignments as appropriate and inform the direct supervisor of all project status. The Supervisor II will provide oversight related to work assignments; monitor and review staff performance, approve travel and leave, and conduct, arrange, and approve training as necessary. Additionally, the Supervisor II will lead the implementation of the IGP and the D-IGP. The incumbent will act as a subject matter expert, direct staff in providing technical assistance to grantees and/or contractors, and provide oversight in the implementation of all section processes and projects under the CCIGS.

20% The Supervisor II in consultation with the EA I and CCDD leadership, will implement projects based on state and federal policy and regulations, and work closely with the policy team to ensure guidelines and compliance requirements are met. The incumbent leads the formulation and implementation of strategies to monitor child care and development programs, show awareness of trends, gather data regarding the results of monitoring, analyze data, and report to managers within the division and other state and local agencies. The incumbent will create and review all program requirements and funding terms and conditions annually. The Supervisor II will also oversee technical assistance to internal partners, external partners, local agencies and vendors, while developing strategies for implementing sound program practices. The incumbent will propose changes to statute or regulations (i.e. drafting trailer bill language, premise proposals, budget change requests, etc.) to improve program integrity and efficiency.

15% The Supervisor II will represent the CCDD and the Learning, Equity, Advancement and Development (LEAD) Office within the department and with local constituent organizations, make presentations, gather feedback and concerns, and clarify policies and procedures. The incumbent may be required to travel to attend and/or provide presentations at program-related meetings and conferences.

10% The Supervisor II will direct the preparation of staff work products, such as the monitoring and data reports, and determine tasks and assignments, timelines and due dates, and review products for accuracy and completeness, prior to moving to executive leadership. The incumbent will ensure that monitoring reports are consistent with policy and procedures and provide ongoing follow-up to ensure the proper and ongoing implementation efforts are reached.

10% The Supervisor II will draft and edit correspondence, analytic reports, recommendations, and contribute to all state and federal reporting as needed.

5% The Supervisor II will interview and select personnel assigned to the unit, monitor the contracts and grants as well as the budget allocated to the unit, prepare budgetary documents to support the work of the unit, and ensure that correspondence from the unit meets departmental standards and policies. The incumbent will attend and conduct section meetings and prepare state and federal reports as necessary. The Supervisor II will work in partnership with the EA I. Occasional travel may be required.

B. SUPERVISION RECEIVED:

The Supervisor II will receive direction from the EA I of the CCDD LEAD Office.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for all administrative and management functions of the assigned section and in some cases may act on behalf of the EA I. The Supervisor II will perform other duties as assigned.

D. PERSONAL CONTACTS:

This position will represent the LEAD Office within the department and with local constituent organizations. This includes making presentations, gathering feedback and concerns, and clarifying policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The Supervisor II is also responsible for ensuring internal controls within the CCDD to ensure that fiscal and legal risks are minimized and, where possible, eliminated. Failure to limit risk and ensure efficiency can hinder the department's ability to provide oversight and monitoring to child care and development programs and projects. All management actions will have highly visible and costly political, as well as fiscal, consequences since they will impact relationships among the state, federal and county governments and the public.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience in Child Care and Development (CCD)
- Experience in Construction, Repair, Renovation of CCD and Early Learning and Care 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