

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Development Consultant

POSITION NUMBER:

800-356-2834-005

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

CCDD/Child Care Policy & Development Branch

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

Policy Office

SUPERVISOR'S NAME:

Deborah Rawson

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*)

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 direction of the Policy Office (PO) Education Administrator I (EA I), the Child Development Consultant (CDC) will work cooperatively with other Child Care & Development Division (CCDD) units and branches, other California Department of Social Services (CDSS) divisions, state and local agencies, and state and federal partners. The incumbent is assigned responsibilities related to both state and federal policy development, policy implementation, legislation, and the Child Care and Development Fund (CCDF). The CDC will serve in a leadership role for promoting child care and development programs at the state and local level.

A. RESPONSIBILITIES OF POSITION:

35% The CDC will independently consult with local CCDD agency representatives, other governmental agencies, and other units within CDSS, including program directors, curriculum specialists, teachers, parents, and representatives from the child development community, to develop and implement various CCDD activities which promote the vision, mission, and goals of the CDSS, and CCDD. The CDC will promote educational techniques and positive child care and development experiences to promote student learning and well-being, including reading, school transition, and leisure activities. The incumbent will consult with child care partners regarding the development of regulations to improve California's child care and development programs, system, and infrastructure, which guides and supports a wide range of CCDD program services. The incumbent will act in an educational leadership role for promoting the CCDD programs.

35% The CDC will independently write, review, edit, and/or prepare reports, proposed legislation, budget proposals, bill analyses, issue papers, and policy briefs. The CDC will use deep system expertise and program knowledge to analyze sensitive budget and policy proposals as well as develop child development program regulations. The incumbent will prepare written responses to letters and other inquiries and draft correspondence for the signature of others, including managers up to the Deputy Director, as appropriate.

15% The CDC will independently research current educational issues relating to various CCDD programs, stay current on trends in child development, and analyze and interpret point in time, cross-sectional, and longitudinal program and fiscal data with appropriate methodology to inform policy development and implementation.

10% The CDC will independently use deep program expertise and data, develop and make presentations at meetings, conferences, and workshops for CCDD staff and various professional organizations, and use various modes of delivery including on-site visits, teleconferences, and videos. The incumbent will act as a technical expert for child development issues.

5% The CDC will independently participate in staff meetings, keep supervisors apprised of the status of projects and problems, participate in conference planning activities, assist other staff with critical projects as needed, and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The CDC receives direction from the EA I over the PO.

C. ADMINISTRATIVE RESPONSIBILITY:

The CDC functions as an independent consultant with the ability to identify and resolve issues surrounding business process, communication, project management, and division-wide adoption and implementation, as applicable.

D. PERSONAL CONTACTS:

The CDC frequently advises and interacts with CDSS leadership. In addition, the CDC interacts with division and departmental staff to implement and provide advice in professional development programs and policies related to CCDD, CCDF and departmental policy objectives. Regular interactions will occur with entities internal and external to the department, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with the division and department's mission and vision.

E. ACTIONS AND CONSEQUENCES:

The CDC is responsible for facilitating effective communication, producing professional work products, and providing subject matter expertise specifically identified areas. Failure to adequately implement the requirements of this position can result in political missteps, misidentification of funding needs and a resultant negative impact to children and families. All these outcomes can harm the reputation and political position of the department and the administration, harming, in turn, the ability of the department to support children and families in need.

F. OTHER INFORMATION:

Desirable Qualifications:

- Professional writing skills
- Effective communication skills
- Experience facilitating policy objectives
- Experience analyzing and recommending legislative language

The CDC will be asked to lead policy development and implementation. Experience in the child care and development system is desired for this position. The CDC will be asked to consult on policies and regulations related to the CCDF.