

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Analyst III

POSITION NUMBER:

806-5402-955

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

CCLD/Policy, Training and Quality Improvement Branch

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

PPMB

SUPERVISOR'S NAME:

Colleen Gumacal

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

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.

N/A

MISSION OF ORGANIZATIONAL UNIT:

This mission of the CDSS Community Care Licensing Division is promote the health, safety, and quality of life of each person in community care through the administration of an effective and collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the direction of the Supervisor II, the Analyst III will independently establish a new statewide effort related to implementation of AB 1172 (Chapter 448, Statutes of 2025): Adult day programs, administration of intranasal emergency anti-seizure medications. Workload consists of independently leading and coordinating multi-disciplinary workgroups, overseeing the development of training standards, facilitating meetings, tracking deliverables, developing regulations and associated policy and procedural documents (e.g Provider Information Notices (PINs), and updating inspection tools.

A. RESPONSIBILITIES OF POSITION:

35% Independently leads and coordinates multi-disciplinary work group convened to develop applicable training standards mandated by AB 1172 (Chapter 448, Statutes of 2025). The internal workgroup is comprised of internal partners (e.g. Adult and Senior Care (ASC) Program, Legal Division partners, etc). Develop relationships with new CDSS partners to form a new external workgroup and represent CCLD at high visibility meetings with state agencies. External partners include those with specialized expertise in epilepsy and the administration of emergency anti-seizure medication (e.g. Epilepsy Foundation, California Medical Association, etc.). Independently manages a structured partner engagement process, including facilitating high-level internal and external workgroup meetings, assessing varying perspectives to inform policy recommendations, identifying and resolving issues that may impact implementation, establishing milestones and deliverables, monitoring project progress, and providing recommendations to management regarding policy, training and implementation considerations. Independently leads the development, analysis, and refinement of comprehensive training standards and related materials related to recognizing the signs and symptoms of seizures; appropriate actions; administration and self-administration of inhalable emergency anti-seizure medication; basic emergency follow-up procedures; and required informational materials.

35% Independently leads and analyzes the review, development, and revision of applicable Title 22 regulations, internal policies and procedures, and associated forms to ensure alignment with statutory requirements and revised training standards, including independently managing the drafting of initial deliverables and shepherding them through applicable review processes. Independently leads coordination with internal staff (e.g. ASC Program and Legal Division partners), and external partners (e.g. Adult Residential Facility (ARF) and Adult Day Program (ADP) licensees, advocacy groups, etc.) to draft, revise, and finalize regulatory language and documentation to align with developed training standards. Collaborates with internal partners, including the ASC Program and Legal Division, external partners - including ARF and ADP licensees, advocacy organizations, and subject matter experts, to evaluate operational impacts, resolve issues, incorporate partner input, and develop and finalize regulatory language and supporting documentation that effectively implements the established training standards.

15% Independently leads the analysis, development and dissemination of program guidance to departmental field staff through Regional Office Memos (ROMs) and to ARF and ADP licensee/providers and the public through Provider Information Notices (PINs). Develops clear, accurate, and comprehensive guidance materials that translate complex regulatory and policy requirements into practical direction for field staff, licensees, providers, and other partners. Coordinates with ASC Program, Legal Division partners, policy, and field staff to validate content, address implementation considerations, and shepherd guidance materials through applicable review and approval processes. Oversees timely dissemination of finalized guidance and assesses emerging questions or implementation issues to determine when/if additional clarification or updates are warranted.

10% Independently leads and oversees the comprehensive review, analysis, and revision of applicable ADP and ARF Compliance and Regulatory Enforcement (CARE) inspection tools used during pre-licensing and annual inspections. Independently evaluates existing inspection tools against revised statutes and regulations related to applicable training standards to identify areas requiring updating. Collaborates with ASC Program, Legal Division partners, policy, and field staff, as appropriate, to ensure inspection tools accurately reflect applicable requirements and uses available metrics to improve inspection efficacy.

5% Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst III reports and receives direction from the CCLD, Policy Training and Quality Improvement Branch, Policy and Process Management Bureau (PPMB) Bureau Chief (Supervisor II).

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III is responsible for all lead and project management functions related to the implementation of AB 1172.

D. PERSONAL CONTACTS:

The Analyst III has frequent contact with the Supervisor II to plan and direct implementation activities. Additionally, the Analyst III is required to coordinate implementation with other managers in Branches, Regional Offices, Program Administrator Offices, and representatives of provider and advocate organizations. The Analyst III will also interact with other state licensing staff, and other state departments as necessary for implementation.

E. ACTIONS AND CONSEQUENCES:

The Analyst III must exercise good judgment when making decisions affecting all aspects of PPMB. Poor judgment and decisions could adversely impact Division moral and effectiveness and diminish the Department's credibility with the public and provider/advocate community.

F. OTHER INFORMATION:

This is an advanced journey-level classification requiring a high degree of professional and analytical skill. The Analyst III must demonstrate strong written and verbal communication skills, the ability to work effectively in a complex, multi internal and external partner environment, and the capacity to manage competing priorities. This is a limited-term position.