

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst III

POSITION NUMBER:

800-657-5402-001

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

Office of Strategic Alignment and Support/RADD

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

Statewide Data and Landscape Projects (SDLP)/SVMT

SUPERVISOR'S NAME:

Brandon McMillen

SUPERVISOR'S CLASS:

Manager 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.

None

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.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data visualization and analysis, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

CONCEPT OF POSITION:

Under the general direction of the SDLP Bureau Chief, the Analyst III serves as a Project Manager (PM) in the Strategic Vision and Management Team (SVMT). The PM is responsible for overseeing the planning, implementation, and tracking the completion of tasks for mychildcareplan.org project, Modernized Beneficiary Communication HR1 initiative, and other projects within the scope of SDLP bureau. This includes, but is not limited to, development of all project documentation, facilitation of inter-departmental working groups, review of deliverables, and serving as the main point of contact for all project-related communications. Additionally, the PM contributes to the development of standards of practice for SVMT activities.

A. RESPONSIBILITIES OF POSITION:

45% - Serve as the lead project manager with authority to independently manage multiple high-profile, high-risk, department-wide initiatives such as mychildcareplan.org project, Modernized Beneficiary Communication HR1 initiative, and other research and data projects involving multiple research and data teams. Develop and execute project governance, project charters, communication plans, risk management plans, and implementation strategies. Analyze competing business priorities and make recommendations regarding project scope, timelines, resource allocation, and implementation strategies. Identify organizational risks and develop mitigation strategies before issues impact project delivery. Prepare executive-level briefings, dashboards, status reports, and recommendations for senior leadership. Lead executive steering committee meetings and facilitate complex decision-making among stakeholders. Recommend data governance policy and divisional and cross-divisional operational improvements resulting from project outcomes. Evaluates project team performance and approves team deliverables in collaboration with the Manager II.

35% - Serve as the department's primary liaison with executive leadership, ISD, vendors, local agencies, and external stakeholders. Lead project meetings and facilitate consensus among groups with competing priorities. Conduct complex business management analysis and recommend enterprise-wide solutions. Present project recommendations to executive leadership. Negotiate and document project charter to identify priorities and outcomes.

10% - Responsible for developing, in consultation with leadership, project budget requests, contracts and procurement, contract management, data sharing, and other governmental activities as defined. Works in collaboration with others to develop division and department wide standards of practice for project management.

5% - Reviews and drafts analysis for proposed legislation, regulations, policies and procedures, and other system and program initiatives and advises the Manager II on its impact or potential impact to assigned projects.

5% - Other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst III receives direction from and reports to the Bureau Chief. This individual will be expected to act with significant independence.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst III is responsible for all Project Management functions including evaluating and delegating workload, establishing goals and priorities, monitoring project progress, evaluation of products, project organizational structure, internal procedures, and may support staff recruitment efforts.

D. PERSONAL CONTACTS:

The Analyst III has daily contact with RADD staff and leadership. The Analyst III also has frequent contact with staff and leadership from other CDSS divisions. Interaction and coordination with federal agencies, county and local welfare staff, advocate stakeholders, legislative staff, and other State departments and the California Health and Human Services Agency (CalHHS) is also anticipated.

E. ACTIONS AND CONSEQUENCES:

The Analyst III makes decisions affecting statewide implementation and maintenance of CDSS data and IT projects. Lack of knowledge of critical areas and/or poor judgment can adversely impact the outcomes of the data and IT projects, cause interruption of critical services to the Department's public assistance clients, and may result in loss of funds, federal sanctions, and/or possible legal actions against the Department.

F. OTHER INFORMATION:

The Analyst III must possess excellent interpersonal and communications skills and be able to work effectively under pressure. Strong facilitation and project management experience are critical for this position. Knowledge of public assistance programs, Organizational Change Management (OCM), Human Centered Design (HCD), CDSS organization and functions, and knowledge of principles and processes of budgeting, contracting, data sharing, and legislation are desirable.