State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Analyst I	800-361-5157-725
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCDD/Program Quality & Improvement Branch	Program Quality & Improvement Central Bureau
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Patricia Rodriguez	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:

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 CDSS programs and services that serve the whole child and the 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 planning councils, and child care resource and referral programs. The CCDD seeks to implement data-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 Education Administrator I (EA I) in the Program Quality and Improvement (PQI) Central Bureau within the Child Care Development Division (CCDD), and working cooperatively with program units and supervisors, the Analyst I with guidance, will provide analytical services in support of local programs and program administration. Some travel may be required.

A. RESPONSIBILITIES OF POSITION:

45% Under guidance and in collaboration with PQI Consultants, the Analyst I is responsible for assisting in the development and management of database systems using Microsoft Excel and Access for accurate monitoring, analyzing, and maintenance of records. The incumbent is responsible for collecting, analyzing, and evaluating data to assist management with compiling data and database information from on-site monitoring reviews for various reports. The incumbent assists with complex projects related to database design and management and other PQI processes. This position assists management and the Deputy Director with analyzing and developing new procedures, processes, and/or systems to ensure accurate data management and reporting. Some travel may be required.

20% Under guidance, the Analyst I assists PQI Consultants and Analysts with writing, reviewing, and editing reports, summarizing the findings of on-site reviews. The incumbent prepares written analysis and recommendations on issues to supervisory levels. The incumbent prepares written responses to letters and other inquiries and drafts correspondence for the signature of the PQI Administrators.

15% Under guidance, the Analyst I reviews and analyzes statute and regulations for research purposes and will research program monitoring procedures used by other programs and/or other states. The incumbent stays current on trends and relevant changes relating to statute, regulations, and the funding terms and conditions. This position participates in office and staff meetings as required, keeps managers and supervisors apprised of the status of projects and problems, and assists other staff with critical projects as needed.

10% Under guidance, the Analyst I analyzes data from reviews to determine deficient practices and/or policies. The incumbent will research existing federal and state regulatory and statutory requirements and recommends practices and/or policies that would ensure improvement and compliance.

5% Under guidance, the Analyst I assists the PQI Administrators and Consultants with the preparation of presentation materials for meetings, conferences, and workshops for child care agency staff and various professional organizations.

5% Under guidance, the Analyst I performs other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives supervision from the EA I in the PQI Central Bureau. Project status reports are made and final products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I functions as an analyst under guidance 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 Analyst I has frequent contact and attends meetings with other departmental staff, staff from other local, state, and federal government agencies, and private/public organizations. The Analyst I frequently advises and interacts with CCDD and PQI Branch leadership and staff. In addition, the Analyst I interacts with all division staff to implement and provide advice in professional development programs and policies related to CCDD and departmental objectives. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and practices.

E. ACTIONS AND CONSEQUENCES:

The Analyst I is responsible for facilitating effective communication, conducting effective project management, and providing subject matter expertise specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

Knowledge of county Cal Works program operations, child care services, licensing requirements, and state subsidized child care, development programs and services are preferred.

Due to the nature of this job, some assignments may be given with tight deadlines. Often the job's goals are fluid and change as the assignment progresses. The incumbent must:

- Have excellent communication skills
- Ability to prepare written analysis of complex program issues within prescribed time frames
- Have the ability to maintain a calm focus to produce a quality product under tight time frames
- Ability to be flexible and understand changes in parameters and directions
- Ability to maintain an open mind and see the philosophical/conceptual basis of alternative positions, and provide rationale for positions.
- Occasional travel for conferences and other related meetings or work group involvement may be required.
- The incumbent will use voicemail and email to facilitate quick communication. The ability to use computers for composing documents, charts, and spreadsheets is required.

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