

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-022-5393-912

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

Office of Equity Division /Immigrant Integration Branch

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

ISB/Community Response and Coordination Unit

SUPERVISOR'S NAME:

Margeaux Fischer

SUPERVISOR'S CLASS:

Supervisor 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)

This position serves as a 24-hour on call duty officer in the event of an emergent or catastrophic circumstance. Requires travel to various counties, as needed.

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 Immigrant Integration Branch is to provide state level leadership, direction, and coordination of programs and services to ensure competent and effective immigration legal services and to achieve successful resettlement and self-sufficiency for refugees and other eligible recipients. The IIB advises the Department on the immigration policies impacting CDSS programs, supervises county administration of refugee resettlement programs and administers funding for immigration legal services. The Immigration Services Bureau (ISB) ensures the effective development, promulgation, and implementation of policies necessary for the administration of the Department's immigration services related to legal services and outreach and education and other special programs for immigrants.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Analyst II is responsible for coordinating complex natural disaster/emergency response work in the Community Response and Coordination Unit. This includes leading response and recovery activities related to managing care and shelter for immigrants during emergent or catastrophic circumstances. The Analyst II also provides technical assistance to local partners on planning and preparing for emergency response.

A. RESPONSIBILITIES OF POSITION:**25% - Response Coordination**

Leads response and recovery activities related to management of emergency services for immigrants displaced or otherwise in need of services during emergent or catastrophic circumstances. Deploys to assess the impact to immigrant communities during natural disasters, public health emergencies, and other catastrophic circumstance. Coordinates and collaborates with local jurisdictions, state and federal agencies, non-profit organizations, community groups, and other stakeholders regarding the development and implementation of state level emergency response. Provides technical assistance to local partners on preparing funding proposals and creating plans to support emergency services for immigrants.

25% - Contract Administration and Management

Lead in the preparation of funding applications, evaluates and makes recommendations in the qualification and award process for potential contractors. Participates in the monitoring of service providers to ensure adherence to contract requirements. Gathers and analyzes data to develop policies and procedures necessary for program implementation. Provides guidance and consultation regarding contract administration. Develops and reviews multiple project work plans, deliverables, compliance terms, and invoices. Oversees complex budgets and compliance matters during contract negotiation and management.

20% - Emergency Response Activities

Define and develop emergency response or recovery protocols, policies, and activities related to management of care for immigrants during emergent or catastrophic circumstances. Research and develop operational strategies to ensure communication is maintained during an emergent or catastrophic circumstance. Develop standard operating procedures for response activation for the Unit. Perform other emergency response-related duties and attends trainings as required to support the mission of the Department and/or the Unit's role. Participate in relevant meetings and provide ongoing updates and reports. Engage with Incident Command Structure (ICS) as required and requested.

15% - Data and Research

Research and gather data to prepare management recommendations and statistical reports regarding incident impact, procedures, policies, projects, and project alternatives. Research and analyze existing emergency response service models specifically designed for the immigrant population and make recommendations on program design. Provide timely and accurate reports as requested and present ideas and information effectively both orally and in writing. Develop and provide presentations to public and private agencies, groups, and organizations. Provide recommendations on data collection and reporting improvements and alternative approaches.

10% - Travel

Travel and participation in emergency response and grant monitoring related work as needed. Willingness to monitor a mobile phone and respond to electronic mail and phone calls. In addition, may be required to travel and work overtime. May act as a team leader when coordinating efforts with representatives from various governmental agencies on larger projects while representing the Department and the State when deployed in the field.

5% Other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst II is supervised directly by the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II is required to track and report time, travel and per diem on a daily basis. Ensure that duty logs, sign in sheets, and other required forms are completed accurately and timely.

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with all levels of departmental staff, oversight and partner agencies, and with the general public. Other frequent contacts include county government representatives; other Federal, state, city, and county agencies, staff from California Office of Emergency Services, the Federal Emergency Management Agency, the U.S. Small Business Administration, Federal Department of Defense. The Salvation Army, the American Red Cross, and other non-governmental agencies that assist with care and shelter. These contacts are highly sensitive, requiring good interpersonal skills, tact, and high level of skill with regard to program information.

E. ACTIONS AND CONSEQUENCES:

Failure to maintain and execute emergency response plans may result in failure to provide care and shelter to immigrants displaced from their dwellings by natural or man made emergent or catastrophic circumstances. These failures may lead to circumstances detrimental to the health and safety of California's public. Additionally, failure to maintain and execute rapid response plans leaves the Unit lacking in its ability to maintain a "readiness" mode at the onset of a future emergent or catastrophic circumstances.

F. OTHER INFORMATION:

The Analyst II must be able to respond to a disaster assignment on short notice. Willingness to travel and participate in disaster related work. Willingness to monitor a mobile phone and respond to electronic mail and phone calls 24/7, including holidays and in addition may be required to travel and work overtime. This service may require irregular working hours, work at locations other than the official duty station, and may include duties other than those specified in the duty statement. The ability to perform in extremely stressful situations with tact and professionalism, good organizational skills and the ability to communicate effectively orally and in writing are critical.