

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-544-5157-751

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

CFSD/Safety Prevention and Early Intervention

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

OCAP/Prevention Network Development Unit 1

SUPERVISOR'S NAME:

LaFatima Jones

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)

Fingerprint Clearance

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 Office of Child Abuse Prevention Bureau (OCAP) administers federal and state child abuse prevention grants, contracts, and programs designed to promote best practices and innovative approaches to child abuse prevention, intervention and treatment. The OCAP serves as a statewide entity to provide technical assistance to counties while they are building prevention plans and programs to improve services to vulnerable Californian children and families.

The Prevention Network Development (PND) Unit of the OCAP provides technical assistance to county child welfare service agencies, cross-service sector prevention planning teams, community-based organizations and Child Abuse Prevention Councils (CAPCs), coordinates associated statewide training, sponsors conferences and collaborates with public and private agencies on outreach and education. PND strives to build prevention networks within counties and across the state by elevating prevention within the child welfare system and among stakeholders.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I the Analyst I is a technical specialist who is assigned to average assignments related to the oversight, administration, development and evaluation of federal and state funded social services for children and families. Analyst Is are assigned progressively more difficult tasks as their competence increases, and may independently carry out data analysis and evaluation of county child abuse prevention plans, programs, and practices. The Analyst I assists in the development of community needs assessment and cross-sector prevention plans and provides consultative services to counties through sharing best practices in the field and evaluation of fund and program compliance.

A. RESPONSIBILITIES OF POSITION:

25% Travels to various counties, providing technical assistance regarding child welfare services statutes, policies and systems as part of the development of their prevention planning process. Under the supervision of the Supervisor I, the Analyst I will monitor state and federal funding streams utilized by counties for prevention, early intervention and treatment services. Assists with the analysis of specific program activities to ensure compliance with federal and state statutes. Creates and conducts presentations to internal and external stakeholders related to the role of prevention in child and family serving systems. Under the supervision of the Supervisor I, utilizes analytical and writing skills to make recommendations to counties to develop assessments and plans to analyze whether state and federal funding requirements are met as well as cross service sector prevention planning. Provides verbal feedback and/or written analysis of county needs assessments, improvement plans and/or periodic reports to county upper management, liaisons, other county staff and/or community partners. Seeks input from other government units for interpretation of regulations (e.g. legal, fiscal, or other implications). Identifies and collaborates with internal and external partners when work aligns to achieve an integrated approach to prevention.

20% With oversight, the Analyst I obtains and provides "best practice" information in child abuse prevention and early intervention programs and practices to counties, their partners and the residents of California to support the development and maintenance of effective child abuse prevention networks across the state. With oversight: Distributes prevention-focused resources, tools, and information to the public; Creates, implements, and promotes social media campaigns focused on child abuse prevention and early intervention; The Analyst I prepares briefings on best practices occurring in the field for management.

20% Collects and analyzes less complex Annual Report information from counties, including reviewing reports and data submissions, evaluating any differences from improvement plans and prior year submissions with oversight. Under the supervision of the Supervisor I when material differences are discovered and reasons are not provided or evident, the Analyst I inquires with the county using written and/or verbal methods. Utilizing the reported data, the Analyst I actively participates in OCAP reporting processes.

20% With direction from the Supervisor I, the Analyst I researches and assists with preparing a variety of documents related to prevention work and funds monitoring, including but not limited to all county letters/information notices, technical reports, issue papers, letters, memos and case notes.

10% The Analyst I assists with analyzing less complex proposed state and federal legislation relating to services for children and families; writes bill analyses, develops and evaluates alternatives to legislation, prepares background information to be used for briefing management and participates in and/or provides materials for committee-hearing testimony. The Analyst I represents the Department at a variety of meetings held by public and private entities.

5% Perform other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives general direction from the Supervisor I and works independently on less complex assignments and act as a team member on collaborative projects. The Analyst I periodically completes and submits progress and status reports to the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I has frequent contact with other Department staff, county welfare and social service departments, other state departments and agencies, public and private non-profit agencies, community-based and other child advocacy organizations, federal program staff and occasional contact with the legislative branch staff and the general public.

E. ACTIONS AND CONSEQUENCES:

The Analyst I exercises professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. Faulty analyses, ineffective program development or inaccurate technical assistance information, may result in inadequate or inappropriate services for children and families, or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

Knowledge of collaborative teaming, family strengthening systems is essential; analytical and written and oral skills are necessary; and knowledge of integrating state systems serving the same vulnerable population is desirable. Knowledge and experience of the Microsoft Office suite (i.e., Excel, PowerPoint, and Word), and the Windows operating system is required. Travel is required 25% of the time; frequency depends on the needs of the OCAP and of assigned counties.

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CLASSIFICATION:

Analyst II

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OCAP/Prevention Network Development Unit 1

SUPERVISOR'S NAME:

LaFatima Jones

SUPERVISOR'S CLASS:

Supervisor I

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CONCEPT OF POSITION:

Under the direction of the Supervisor the Analyst II is a technical specialist who is assigned to complex assignments related to the oversight, administration, development and evaluation of federal and state funded social services for children and families. The Analyst II undertakes complex data analysis and evaluation of county child abuse prevention plans, programs, and practices. The Analyst II assists in the development of community needs assessment and cross-sector prevention plans and provides consultative services to counties through sharing best practices in the field and evaluation of fund and program compliance.

A. RESPONSIBILITIES OF POSITION:

30% Travels to various counties, providing technical assistance regarding child welfare services statutes, policies and systems as part of the development of their prevention planning process. Monitors state and federal funding streams utilized by counties for prevention, early intervention and treatment services. Performs analysis of specific program activities to ensure compliance with federal and state statutes. Creates and conducts presentations to internal and external stakeholders related to the role of prevention in child and family serving systems. Utilizes strong analytical and writing skills to make recommendations to counties to develop assessments and plans to analyze whether state and federal funding requirements are met as well as cross service sector prevention planning. Provides verbal feedback and/or written analysis of county needs assessments, improvement plans and/or periodic reports to county upper management, liaisons, other county staff and/or community partners. Seeks input from other government units for interpretation of regulations (e.g. legal, fiscal, or other implications). Identifies and collaborates with internal and external partners when work aligns to achieve an integrated approach to prevention.

20% The Analyst II independently obtains and provides "best practice" information in child abuse prevention and early intervention programs and practices to counties, their partners and the residents of California to support the development and maintenance of effective child abuse prevention networks across the state. Distributes prevention-focused resources, tools, and information to the public. Creates, implements, and promotes social media campaigns focused on child abuse prevention and early intervention. The Analyst II prepares briefings on best practices occurring in the field for management.

20% Collects and analyzes Annual Report information from counties, including independently reviewing reports and data submissions, evaluating any differences from improvement plans and prior year submissions. When material differences are discovered and reasons are not provided or evident, the Analyst II inquires with the county using written and/or verbal methods. Utilizing the reported data, the Analyst II actively participates in OCAP reporting processes.

15% With direction from the Supervisor I, the Analyst II researches and prepares a variety of documents related to prevention work and funds monitoring, including but not limited to all county letters/information notices, technical reports, issue papers, letters, memos and case notes.

10% With direction from the Supervisor I, the Analyst II analyzes proposed state and federal legislation relating to services for children and families; writes bill analyses, develops and evaluates alternatives to legislation, prepares background information to be used for briefing management and participates in and/or provides materials for committee-hearing testimony. The Analyst II represents the Department at a variety of meetings held by public and private entities.

5% Perform other duties as required.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction from the Supervisor I and works independently on specialized assignments and act as a team member on collaborative projects. The Analyst II periodically completes and submits progress and status reports to the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with other Department staff, county welfare and social service departments, other state departments and agencies, public and private non-profit agencies, community-based and other child advocacy organizations, federal program staff and occasional contact with the legislative branch staff and the general public. The Analyst II may also represent the Branch and Department at intra- and inter-departmental meetings, committees, planning committees, task forces, and project advisory boards.

E. ACTIONS AND CONSEQUENCES:

The Analyst II exercises professional judgment in analyzing issues and making recommendations regarding the design and delivery of public social services. Faulty analyses, ineffective program development or inaccurate technical assistance information, may result in inadequate or inappropriate services for children and families, or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

Knowledge of collaborative teaming, family strengthening systems is essential; strong analytical and written and oral skills are necessary; and knowledge of integrating state systems serving the same vulnerable population is desirable. Advanced knowledge and experience of the Microsoft Office suite (i.e., Excel, PowerPoint, and Word), and the Windows operating system is required. Travel is required 30% of the time; frequency depends on the needs of the OCAP and of assigned counties.