

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-371-5393-711

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

Child Care & Development Division

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

Division Admin. Support Section/Funding Application Unit

SUPERVISOR'S NAME:

Bina Sodhi

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)

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: 0

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 stakeholders.

CONCEPT OF POSITION:

Under the direction of the Supervisor I of the Funding Application Unit (FAU) of the Child Care and Development Division (CCDD), and working cooperatively with program offices, units and supervisors throughout the California Department of Social Services (CDSS), the Analyst II will oversee the Request for New Funding Applications (RNFA) and Continued and Expansion Funding Applications (CEFA) processes. The incumbent will process program applications, determine eligibility, provide technical assistance to Local Educational Agencies seeking funding. Specifically, the Analyst II will:

A. RESPONSIBILITIES OF POSITION:

30%: The Analyst II will assume responsibility for all phases of RNFA and CEFA processes. The incumbent will construct and maintain a comprehensive desktop database to support RNFA and CEFA activities, including but not limited to: generating management reports and statistics related to applications and funding requests, determining award of funds, and responding to inquiries from the field and applicants in the funding process. The incumbent will develop funding history and support CCDD funding accountability reporting requirements. The incumbent will maintain CCDD website and process requests for posting information to the website.

30%: The Analyst II will write, review, edit and/or otherwise prepare documents, including year-end reports (Annual Report), data collection forms, correspondence, legislation analysis, policies and regulations for senior management, federal and state control agencies (e.g., Governor's Office of Child Development and Education, Department of Finance, and the Legislative Analyst's Office), private contractors, legislators, and the child care and development service community. The incumbent will provide technical assistance to the child care and development service community regarding programs, as well as current and previous RNFAs and CEFAs. The incumbent will review and make recommendations on issues to senior management, as well as respond to questions and provide advice on legislation, regulations, and policy.

30%: The Analyst II designs, develops, installs and manages a comprehensive desktop database. The incumbent will perform tasks including but not limited to, generating management reports and statistics related to applications and funding requests, determining award of funds, developing funding history, and supporting CCDD funding accountability reporting requirements. The incumbent will serve as the backup Web Lead and will assist in maintaining and updating CCDD funding related web pages. The incumbent will create application forms and provides technical assistance to applicant contractors.

5%: The Analyst II will research, validate, and recommend data used to support CCDD funding methodologies, as well as research statutes and regulations to identify needed changes to the funding authority and guidelines. The incumbent will identify and document processes related to the CCDD funding allocation and distribution system, research current issues relating to existing and proposed changes to child care and development services, and stay current on the trends and relevant changes relating to the field of child care and early childhood development activities to advise on the potential impact of proposed changes to division programs and services.

5%: The incumbent will participate in staff meetings, keep the supervisor apprised of the status of projects and problems, and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The Analyst II receives general instructions from the Supervisor I and the Supervisor I is available for questions. The Supervisor I will review project status reports and final products for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II will participate in staff meetings; keep the supervisor apprised of the status of projects and problems; and perform other job-related duties as required.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact and attends meetings with other departmental staff; staff from other local, state, and federal government agencies; and private/public organizations.

E. ACTIONS AND CONSEQUENCES:

Recommendations are made regarding program policy and fiscal issues and direction for the effective implementation of welfare-related and other child care programs. Faulty analysis and recommendations and decisions could result in hindering successful operation of welfare-related and other child care programs.

F. OTHER INFORMATION:

Excellent interpersonal, communication, and presentation skills are essential for success. Experience facilitating multi-stakeholder projects is highly desirable. Experience using Microsoft Excel to create and manage a comprehensive desktop database and create reports.

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CONCEPT OF POSITION:

Under the direction of the Supervisor I of the Funding Application Unit (FAU) of the Child Care and Development Division (CCDD), and working cooperatively with program offices, units and supervisors throughout the California Department of Social Services (CDSS), the Analyst I will perform in a learning capacity duties associated with the funding application processing in support of California's child care programs. The incumbent will work cooperatively with program offices, units, and supervisors throughout the application process to create and process applications, determine eligibility, and provide technical assistance to applicants seeking funding for federal and state funded programs. Specifically, the Analyst I will:

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to the following in a learning and development capacity:

30%: The Analyst I will provide assistance in all phases of their assigned Request for New Funding Applications (RNFA) process and/or Continued and Expansion Funding Applications (CEFA) process. The incumbent will assist with communication and coordination of assigned programs, work collaboratively with division and department staff to maintain timelines and contribute to application development; track data and legal requests. The incumbent will also log and screen applications; and provide technical assistance to the field.

30%: The Analyst I will draft, review, edit and/or otherwise prepare documents, including year-end reports, data collection forms, correspondence, legislation analysis, policies and regulations for senior management, Federal and State control agencies (e.g., Governor's Office of Child Development and Education, Department of Finance, and the Legislative Analyst's Office), private contractors, legislators, and the child care and development service community. The incumbent will provide technical assistance to the child care and development service community regarding child care programs, as well as current and previous RNFAs and CEFA's. The incumbent will review and prepare recommendations on issues to senior management as well as respond to questions and provide advice on legislation, regulations, and policy as related to the application process. The incumbent will ensure all written communication meets the required accessibility guidelines prior to distribution or posting.

25%: The Analyst I will design, develop, manage a comprehensive desktop database to support the program and application activities that stores and/or tracks applications or administrative data. The incumbent will draft or revise web pages and web documents that align with the department and state's accessibility guidelines. The incumbent will provide technical assistance on application forms and web pages to applicants.

10%: The Analyst I will research, validate, and recommend data used to support CCDD funding processes. The incumbent will research statutes and regulations to identify needed changes to the funding authority and guidelines, identify and document processes related to the CCDD funding allocation and distribution system, research current issues relating to child development program rules and regulations, and stay current on the trends and relevant changes relating to the field of child care and early childhood development activities to advise on the potential impact of proposed changes to division programs and services.

5%: The Analyst I will participate in staff meetings and keep the supervisor apprised of the status of projects and problems, as well as perform other job-related duties as required.

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