

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-542-5393-710

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

CFSD/Safety, Prevention, and Early Intervention Branch

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

SEIB CTRPU

SUPERVISOR'S NAME:

Darrin Holt

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 Safety and Early Intervention Bureau (SEIB) has responsibility for supporting county child welfare agencies, probation departments, and Indian Tribes to deliver early intervention strategies including the Family First Prevention Services Program, Emergency Response (ER) and Family Maintenance (FM) services. Early Intervention services are intended to reduce and prevent entries/re-entries into the foster care system. The SEIB also administers the Commercially Sexually Exploited Children (CSEC) Program and provides support to county child welfare and probation departments to serve victims of/at risk of child labor trafficking and commercial sexual exploitation, in conjunction with other child welfare sub-populations with complex needs. Through analysis and implementation of federal and state statutes, legislative proposals and regulations, the SEIB incorporates California's Integrated Core Practice Model and a Harm Reduction philosophy to create, support and implement trauma informed programs that deliver innovative, timely and effective services. The SEIB is committed to ensuring equity in service delivery, reducing bias in practice and reducing the over-representation of families of color in the child welfare system.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II is the policy specialist who is responsible for completing the most complex assignments related to child welfare services and stakeholders serving victims and those at risk of human trafficking. The Analyst II will conduct research and analysis to develop statewide policy and practice guidance to address the prevention/intervention of child trafficking. This includes developing guidance around promising practices, enhanced identification and service delivery, support the development of training materials, and oversight of statewide training implementation. This requires a skill set to work independently, communicate clearly, be analytical, solution focused, write declaratively, and collaborate with internal and external stakeholders.

A. RESPONSIBILITIES OF POSITION:

Utilizing the principles of the Integrated Core Practice Model, the Analyst II will:

30% Analyze federal and state legislation and make recommendations on complex public child welfare program development, policy, and practice issues concerning minor victims of human trafficking. Develop regulations and policies, compose budget change proposals, premises and other related fiscal work, draft All-County Letters, All-County Information Notices, and other written correspondence disseminating detailed program policy and practice guidance to county welfare agencies and multidisciplinary partners.

20% Convene and facilitate work groups, advisory committees, and listening sessions with representatives from other state and local agencies, service providers, child advocacy groups, lived experience colleagues and the general public. This includes recruiting members of the work groups and committees, scheduling the ongoing meetings, having notes taken for each meeting and distributing these to the members. Information gleaned and input received from these groups is then utilized to continually inform the Child Trafficking Program Support Unit's technical assistance and the Child Trafficking Research and Policy Unit's practice guidance.

15%, Manage contracts and grants that will assist counties in CSEC Program implementation (such as training, evaluation, etc.) including the bid process for vendor selection, work with the CDSS Administration Division and other internal partners to negotiate, track and amend contracts, supporting the development of training materials, oversight of training implementation, and maintaining the unit spending plan, and perform other related duties as required.

15% Research current prevention and intervention strategies/approaches, including enhanced identification and service delivery guidance for under-represented sub-populations, that will continually inform and improve the Child Trafficking Program Support Unit's technical assistance and the Child Trafficking Policy and Research Unit's practice guidance.

10% Provide technical assistance to county Child Welfare Departments and their multidisciplinary partners (including tribes, probation departments, advocacy organizations, health and mental health partners, survivors, etc.) via, site visits, conference calls, webinars, or email correspondence. Use these meetings to assist with the development of promising practices and facilitate cross county and cross discipline collaboration. Facilitate collaborative partnerships with other CDSS branches and divisions to help meet technical assistance needs beyond youth impacted by exploitation. Support the Child Trafficking Program Support Unit in their technical support to local entities.

5% Prepare written or oral responses, as appropriate, to queries from other governmental entities and the public regarding California's child welfare policy responses to minor victims of human trafficking. Prepare talking points, issue memos, and written reports to management, the federal government, and to the Legislature.

5% Perform other duties related to the Safety and Early Intervention Bureau as assigned. Maintain respective SharePoint sites as established and take the lead on this for the Unit as assigned. Monitor respective Unit / Bureau intranet / internet sites for information that needs to be updated, added or deleted. Complete basic Accessibility Training, and if assigned, continue to Super User status to coordinate Unit / Bureau intranet / internet sites.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction and instructions from the Supervisor I and works independently on specialized assignments. The Analyst II will act as a lead project manager on complex projects and initiatives. Progress and status reports are made daily and weekly as needed and final products are reviewed for completeness, accuracy and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with other CDSS departmental staff, county welfare and social services agencies, other state departments and agencies, Indian tribes, private agencies/ organizations, advocacy groups, federal and legislative staff. The Analyst II may also represent the Branch and Department on intra/interdepartmental meetings, committees, planning and/or task forces committees, and project advisory boards. The ability to communicate concisely, collaboratively and clearly is essential and exercising tact and diplomacy within the organization and with external partners is key to any project's success. Strong oral presentation and/or public speaking and time management skills, tact and diplomacy, being able to be flexible, creative, along with having a willingness to share and be a team player within the organization and with internal and external partners are essential to this position.

E. ACTIONS AND CONSEQUENCES:

The Analyst II exercises professional judgment in analyzing issues and making recommendations regarding the design and delivery of child trafficking policies. The Analyst II progresses in becoming a subject matter expert in the field of minor anti-trafficking work and emerging guidance and practices. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with state, county, and federal agencies; county and/or state non-compliance with federal and state statute; or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

The Analyst II position requires a passion for child welfare services and improving the lives of children and families, as well as knowledge of children and family services (CSEC, CLT, and/or other high needs youth sub-populations), county child welfare agencies, community organizations, and/or direct social work practice at the state and county level. Incumbents are required to possess the desire and willingness to learn and apply California's Core Practice Model to their work products and to their internal and external communication with stakeholders. Ideal candidates will have experience in or knowledge of the State legislative, budget, personnel, and contract processes, program and policy development, and program evaluation and monitoring of grant/contract practices. Further, given the nature of the work done by the CTRPU, successful candidates will possess accepting, open and nonjudgmental characteristics, as well as demonstrate flexibility and a collaborative spirit for the complex and competing work projects completed. Computer literacy, proficiency in Word, Excel, and Power Point, excellent writing and communication are essential. Some travel will be required. Incumbents must also receive fingerprint clearance.