# State of California - Department of Social Services
# DUTY STATEMENT

| EMPLOYEE NAME: | |
|---|---|
| Vacant | |
| CLASSIFICATION: | POSITION NUMBER: |
| Analyst I | 800-650-5157-XXX |
| DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)* | BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)* |
| Research, Automation & Data Division (RADD) | Division Operation & Support Unit |
| SUPERVISOR'S NAME: | SUPERVISOR'S CLASS: |
| Amy (Emanuela) Gyurics | 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:

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 California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data visualization and analysis, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

**CONCEPT OF POSITION:**

Under the close direction of the Supervisor I (Sup I) the Analyst I in the Division Operations & Support (DOS) Unit will serve as the training coordinator to the Research, Automation and Data Division (RADD) staff. The incumbent will perform duties such as review, analyze, and monitor training plans to ensure completion. The incumbent in this position will assist with other related operational tasks,to the unit, such as performing more responsible, varied, sensitive, confidential, and complex administrative and personnel duties, draft policy/procedure revisions, and work in other areas of the unit as the division liaison related to Human resources (HR), Information Technology (IT), Budgets, and bill analysis and legislation review.

A. RESPONSIBILITIES OF POSITION:

35% The Analyst I assists in Training Coordination across the Division under close review from the Sup I for assigned program staff. Attends monthly coordinator meetings, and provides division updates via teams channel and email. Maintains the division training SharePoint site; adds upcoming dates for conferences and trainings. Cross collaboration with RADD's designated Out of-State travel coordinator. Assists in the development and monitors the annual training plan and budget. Tracks approvals, start and completion dates; and updating records in accordance with CDSS policies and procedures. Maintains tracker for required annual/biannual manager/supervisor training.

25% Develops with assistance from the Sup I and maintains the training business processes and all documentation according to records retention requirements; and provides information and assistance to the RADD staff, supervisors, and managers on policy/procedures. Assists in the development of scopes of work for training contracts, identifies funding sources and fiscal coding for invoices.

20% Assists the DOS unit in other areas of division support, such as, but not limited to, personnel liaison between RADD and the Personnel Bureau, IT liaison consulting with ISD on IT requirements, budgetary liaison and Bill and legislative analysis. Responds to general questions from division management and staff related to division operations and will consult with various stakeholders if necessary.

15% Consults with management regarding IT related contract management. Researches and issues a resolution, in consultation with RADD management and ISD. Assists RADD staff in the development of Information Technology Service Requests (ITSRs).

5% Other duties as appropriate.

B. SUPERVISION RECEIVED:

Incumbent receives direct supervision from the Supervisor I in the Division Operations and Support Unit and provides support to the Manager II in relation to division projects and initiatives.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I is involved in several administrative activities throughout the Division as outlined in Section A.(Responsibilities of Position). Incumbent must have ability to show attention to detail, have a high degree of organization and be able to communicate clearly both verbally and in writing while maintaining a professional demeanor at all times. Must be a self-starter and work independently or within a team.

D. PERSONAL CONTACTS:

The Analyst I has contact with division staff, as well as staff throughout the Department. Contact with vendors, contractors and community-based organizations may also occur. Tact, diplomacy, discretion, good judgment, and high customer service abilities are required.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in resolving budgetary tracking and other administrative issues in a timely, accurate manner could result in issues not being correctly addressed. Inappropriate responses can place the Department at risk. Flawed analysis or inaccurate technical assistance information may result in inadequate and inappropriate provision of resources or result in the inefficient use of scarce, but available resources.

F. OTHER INFORMATION:

The Department values diversity at all levels of the organization and is committed to fostering an environment in which employees from diverse backgrounds, cultures, and personal experiences are welcomed and can thrive. The RADD believes the diversity of our team and their unique ideas inspire innovative solutions to further our mission. This position has a desire for a strong organizational skill set, being well versed in softwares and platform use, and customer service.

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# DUTY STATEMENT

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| Research, Automation & Data Division (RADD) | Division Operations & Support Unit |
| SUPERVISOR'S NAME: | SUPERVISOR'S CLASS: |
| CURRENT RADD Internal Org Charts Sept26 | Supervisor I |

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A. RESPONSIBILITIES OF POSITION:

35% The Analyst II serves as the Training Coordinator for assigned program staff. Attends monthly coordinator meetings, and provides division updates via teams channel and email. Maintains the division training SharePoint site; adds upcoming dates for conferences and trainings. Cross collaboration with RADD's designated Out of-State travel coordinator. Develops and monitors the annual training plan and budget. Tracks approvals, start and completion dates; and updating records in accordance with CDSS policies and procedures. Maintains tracker for required annual/biannual manager/supervisor training.

25% Develops and maintains the training business processes and all documentation according to records retention requirements; and provides information and assistance to the RADD staff, supervisors, and managers on policy/procedures. Assists in the development of scopes of work for training contracts, identifies funding sources and fiscal coding for invoices.

20% Supports the DOS unit in other areas of division support, such as, but not limited to, personnel liaison between RADD and the Personnel Bureau, IT liaison consulting with ISD on IT requirements, budgetary liaison and Bill and legislative analysis. Responds to general questions from division management and staff related to division operations and will consult with various stakeholders if necessary.

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