State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Analyst II	291-5393-701
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Family Engagement & Empowerment Division/Child and Adult Care Food Programs Branch	Program Admin Bureau, Program Operations and Policy Section & Unit
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Leslie Schar	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 requires up to 10 percent travel.

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 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 Child and Adult Care Food Program (CACFP) is a federal and state-funded program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in daycare facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Under the general direction of the Program Administration Bureau Chief, the Program Operations and Policy Section of the CACFP Branch provides direction and leadership for the program administration and support teams for the CACFP. These groups are charged with supporting CACFP participants' successful operation of the CACFP, and developing and implementing statewide program policies.

CONCEPT OF POSITION:

Under the direction of the Supervisor I in the Program Operations and Policy Unit (POPU), the Analyst II provides journey-level analytical support for CACFP operators, including Child Care Centers and Day Care Homes. The Analyst II provides technical assistance (TA), supports State application and agreement updates, updates public-facing and CNIPS forms, conducts online testing, reviews legislation and regulations, and disseminates federal and State policy through Community Announcements (CAs) and Community Bulletins (CBs).

A. RESPONSIBILITIES OF POSITION:

45% Program Operations, Application Review, and Technical Assistance: Reviews CACFP agreement updates for an assigned caseload and ensures renewal-related inquiries from CACFP operators, including Child Care Centers and Day Care Homes, and internal staff are answered accurately and timely. Reviews submitted materials, forms, applications, renewal documents, agreement updates, and other technical assistance materials for completeness, accuracy, and consistency with federal and State laws, regulations, policies, and procedures. Recommends renewal or non-renewal of CACFP operators to the Supervisor I and/or Supervisor II based on submitted materials, program requirements, and established procedures. Responds to inquiries from CACFP operators and internal staff in a timely manner regarding program requirements, agreement updates, and operational procedures. Provides technical assistance and procedural clarification to CACFP operators and internal staff. Researches unusual or sensitive program issues; identifies questions or concerns requiring elevation; and recommends alternatives for resolution based on applicable federal and State laws, regulations, policies, and procedures. Represents the CACFP Branch on committees, work groups, and task forces as assigned.

30% Policy Analysis, Written Guidance, Legislative Review, Training, and Branch Collaboration: Prepares Community Announcements (CAs), Community Bulletins (CBs), letters, memoranda, and other written communications to disseminate federal and State policy guidance, regulation requirements, and CACFP procedures. Researches and reviews federal and State legislation, regulations, policy guidance, and program requirements; identifies potential impacts to CACFP operators; and provides recommendations to the Supervisor I and/or Supervisor II. Assists in preparing bill analyses, regulatory summaries, written recommendations, and other analytical materials for management review. Develops guidance and technical assistance materials for dissemination to CACFP operators as needed. Develops and presents training on CACFP program issues, projects, federal and State regulations, policy guidance, legislation, and procedures for conferences, workshops, webinars, and meetings. Provides analysis and technical assistance to other CACFP Branch units on policy and regulation interpretation, program requirements, and compliance-related issues. Responds to inquiries from management, staff, CACFP operators, and other CDSS divisions regarding policy guidance, legislation, regulations, and program requirements. Collaborates with staff and managers across the CACFP Branch on Branch-wide activities and initiatives to support consistent communication, shared problem-solving, equitable participation, and an inclusive work environment.

10% Web Content, Online Systems Testing, and CNIPS Forms: Updates and maintains POPS web page content, including CACFP resources, public-facing forms, CAs, CBs, and other operator-facing materials. Reviews web content and public-facing forms for accuracy, consistency, accessibility, and alignment with current federal and state legislative, regulatory, and policy guidance. Updates forms, application materials, agreement-related documents, and related content in the Child Nutrition Information and Payment System, as assigned. Conducts online program testing related to CACFP systems, applications, forms, web pages, and related electronic processes. Identifies errors, inconsistencies, or needed updates and communicates findings and recommendations to management and appropriate Branch staff. Assists with the development, review, and maintenance of program resources, templates, forms, and internal procedures used to support consistent CACFP program administration; identifies process issues and recommends updates to improve accuracy, consistency, and operational efficiency.

10% Travel:Travels to CACFP-related conferences, outreach events, preapproval visits, on-site technical assistance sessions, workshops, and other offsite meetings. Conducts preapproval visits and participates in offsite activities necessary to support CACFP operations and program integrity.

5% Marginal Functions: Performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction from and reports to the Supervisor I and, as needed, the Supervisor II. The Analyst II is expected to work independently in carrying out assigned analytical, TA, application and agreement review, web content, CNIPS form update, on line systems testing, policy communication, legislative and regulatory review, and program administration duties. The Analyst II applies federal and State program requirements, identifies issues requiring follow-up or elevation, and provides recommendations to support consistent CACFP operations.

C. ADMINISTRATIVE RESPONSIBILITY:

Maintains records, tracking tools, correspondence, technical assistance materials, web content updates, CNIPS form updates, public-facing forms, and related documentation for assigned POPU functions. Prepares and maintains forms, templates, CAs, CBs, written communications, and other materials used to support CACFP operators and internal Branch processes. Ensures assigned materials are accurate, organized, complete, and maintained in accordance with Department and Branch procedures and record keeping requirements.

D. PERSONAL CONTACTS:

The Analyst II will have regular contact with prospective and existing CACFP operators; internal and external CACFP partners; CDSS employees and divisions; federal, State, and local governmental agencies; and appeals hearing staff. The Analyst II is expected to maintain effective working relationships and communicate in a professional, accurate, and timely manner.

E. ACTIONS AND CONSEQUENCES:

The Analyst II provides technical assistance to CACFP operators, including Child Care Centers and Day Care Homes; assists with application and agreement-related activities; updates web-based program content and public-facing forms; updates forms and related materials in CNIPS; conducts on-line program testing; assists with legislative and regulatory review; and prepares written communications that disseminate federal and State policy guidance to CACFP operators. Good judgment and proficient knowledge of CACFP requirements are essential to ensure information is accurate, consistent, and timely. Failure to use good judgment could result in inaccurate guidance, inconsistent program implementation, operator confusion or complaints, delayed application or renewal processing, audit findings, misspent program funds, litigation against CDSS, or the deprivation of adequate services to CACFP participants.

F. OTHER INFORMATION:

The Analyst II must have strong interpersonal and communication skills, communicate quickly and accurately, work effectively under pressure, and adapt to changing priorities and workload demands. The Analyst II is expected to use initiative and resourcefulness in completing assignments, maintain familiarity with program updates and federal and State regulations, and provide accurate technical assistance to CACFP operators, staff, and other CDSS divisions as needed. The Analyst II must maintain organized records, exercise sound judgment, establish effective working relationships with Branch staff, supervisors, and other units throughout CDSS, and adhere to the principles of completed staff work by researching issues, identifying options, and presenting supervisors with recommendations.

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SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Leslie Schar	Supervisor I

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CONCEPT OF POSITION:

Under the direction of the Supervisor I in the Program Operations and Policy Unit (POPU), the Analyst I provides journey-level analytical support for CACFP operators, including Child Care Centers and Day Care Homes. The Analyst I provides technical assistance (TA), supports State application and agreement updates, updates public-facing and CNIPS forms, conducts online testing, reviews legislation and regulations, and disseminates federal and State policy through Community Announcements (CAs) and Community Bulletins (CBs).

A. RESPONSIBILITIES OF POSITION:

45% Program Operations, Application Review, and Technical Assistance: Assists with the review of CACFP agreement updates for an assigned caseload and supports timely responses to renewal-related inquiries from CACFP operators, including Child Care Centers and Day Care Homes, and internal staff. Reviews submitted materials, forms, applications, renewal documents, agreement updates, and other technical assistance materials for completeness, accuracy, and consistency with federal and State laws, regulations, policies, and procedures. Assists in preparing recommendations regarding renewal or non-renewal of CACFP operators for review by the Supervisor I and/or Supervisor II. Responds to inquiries from CACFP operators and internal staff in a timely manner regarding program requirements, agreement updates, and operational procedures. Provides technical assistance to CACFP operators, with direction from the Supervisor I and/or Supervisor II as needed. Researches program issues; identifies questions or concerns requiring elevation; and assists in developing options for resolution based on applicable federal and State laws, regulations, policies, and procedures. Participates on CACFP Branch committees, work groups, and task forces as assigned.

30% Policy Analysis, Written Guidance, Legislative Review, Training, and Branch Collaboration: Assists with the preparation of CAs, CBs, letters, memoranda, and other written communications used to disseminate federal and State policy guidance, regulation requirements, and CACFP procedures. Researches federal and State legislation, regulations, policy guidance, and program requirements affecting CACFP operations and assists in identifying potential impacts to CACFP operators. Assists in preparing bill analyses, regulatory summaries, written recommendations, and other analytical materials for management review. Assists with the development of guidance and technical assistance materials for dissemination to CACFP operators as needed. Assists in developing and presenting training on CACFP program issues, projects, federal and State regulations, policy guidance, legislation, and procedures for conferences, workshops, webinars, and meetings. Provides support to other CACFP Branch units on policy and regulation interpretation, program requirements, and compliance-related issues. Responds to inquiries from management, staff, CACFP operators, and other CDSS divisions regarding policy guidance, legislation, regulations, and program requirements, elevating complex or sensitive issues as appropriate. Collaborates with staff and managers across the CACFP Branch on Branch-wide activities and initiatives to support consistent communication, shared problem-solving, equitable participation, and an inclusive work environment.

10% Web Content, Online Systems Testing, and CNIPS Forms: Assists with updating and maintaining POPS web page content, including CACFP resources, public-facing forms, CAs, CBs, and other operator-facing materials. Reviews web content and public-facing forms for accuracy, consistency, accessibility, and alignment with current federal and State legislative, regulatory, and policy guidance. Assists with updates to forms, application materials, agreement-related documents, and related content in the Child Nutrition Information and Payment System, as assigned. Conducts online program testing related to CACFP systems, applications, forms, web pages, and related electronic processes. Identifies errors, inconsistencies, or needed updates and communicates findings to management and appropriate Branch staff. Assists with the development, review, and maintenance of program resources, templates, forms, and internal procedures used to support consistent CACFP program administration.

10% Travel: Travels to CACFP-related conferences, outreach events, preapproval visits, on-site technical assistance sessions, workshops, and other offsite meetings. Participates in preapproval visits and offsite activities necessary to support CACFP operations and program integrity.

5% Marginal Functions: Performs other job-related duties as required.

B. SUPERVISION RECEIVED:

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C. ADMINISTRATIVE RESPONSIBILITY:

Maintains records, tracking tools, correspondence, technical assistance materials, web content updates, CNIPS form updates, public-facing forms, and related documentation for assigned POPU functions. Prepares and maintains forms, templates, CAs, CBs, written communications, and other materials used to support CACFP operators and internal Branch processes. Ensures assigned materials are accurate, organized, complete, and maintained in accordance with Department and Branch procedures and record keeping requirements.

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E. ACTIONS AND CONSEQUENCES:

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