

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Student Assistant

POSITION NUMBER:

800-355-4870-910

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

CCDD/ Child Care Policy & Development Branch

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

Child Care Bargaining & Inclusion Bureau/Advancing Child Care & Equity Support Section

SUPERVISOR'S NAME:

Alejandra Ruiz

SUPERVISOR'S CLASS:

Supervisor II

SPECIAL REQUIREMENTS OF THE 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 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 childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare 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 close supervision by the Supervisor II and with support from other program support staff, the Student Assistant (SA) assists the Advancing Child Care & Equity Support Section (ACCESS) in their operational and organizational needs. The SA will focus on creating and refining workflows, written policies and procedures, onboarding resources, and other organizational documents that promote consistency, efficiency, and clarity across the unit.

Under general direction, the SA will assist in analyzing existing processes, identifying gaps in documentation, and drafting materials that enhance internal coordination and knowledge management. The position will also help ensure these resources remain current as duties, systems, and program requirements evolve. Must be proficient with Microsoft Office, Excel, Word, Adobe Acrobat (PDF), Microsoft Teams, Microsoft SharePoint, and other office systems.

A. RESPONSIBILITIES OF POSITION:

55% The SA will map out operational processes, identify each step, and translate them into clear and structured workflows. The incumbent will collaborate with staff to understand how tasks are carried out, document those processes in a standardized format, and update workflows as procedures evolve. The incumbent will ensure consistency and support staff in following established practices.

20% The SA will draft, revise, and maintain written policies and procedures that guide daily operations. This includes reviewing existing documentation for accuracy, identifying missing or outdated information, and working with subject matter experts to confirm that guidance is clear, complete, and aligned with current expectations. The resulting documents support compliance, standardization, and clarity throughout the unit.

15% The SA will focus on developing and maintaining onboarding resources such as guides, checklists, training materials, and reference documents. The incumbent will gather necessary information from staff, organize it into cohesive materials, and ensure that each resource reflects current processes and expectations.

5% The SA will maintain internal organizational materials, including reference guides, templates, and documentation systems, while also providing general support for meetings, trainings, and project activities. This includes updating and organizing files, ensuring version control, preparing materials for presentations or discussions, gathering information from staff, and assisting with smaller project tasks as needed. The incumbent helps maintain accurate and accessible resources while supporting the unit's broader administrative and project needs.

5% The SA participates in staff meetings; keeps the Supervisor II apprised of the status of all projects, assists other staff with critical projects as needed, and performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The SA receives close supervision from the Supervisor II of the Advancing Child Care Equity & Support Section. The SA is responsible for the timely completion of assignments in an acceptable format and apprising the Supervisor II of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The SA is involved in a wide array of administrative activities throughout the division, as outlined in Section A.

D. PERSONAL CONTACTS:

The SA works closely with CDSS staff and contractors.

E. ACTIONS AND CONSEQUENCES:

The Accessing Child Care Equity & Support Section contributes to initiatives that support child care access, equity, and program improvement across the state. The SA may be responsible for developing, implementing, or supporting projects that advance equitable access to child care resources, collaborating with internal and external partners, reviewing program guidance, and maintaining accurate documentation to support program operations. These actions help strengthen program consistency, improve communication, and support equitable access to child care resources across the state. If tasks are not completed accurately or on time, consequences may include delays in program operations, unclear guidance for staff or partners, and inefficiencies caused by incomplete or outdated documentation. Effective performance helps ensure smooth operations, reliable communication, and progress toward the division's mission.

F. OTHER INFORMATION:

The SA is in a training classification that will develop the incumbent's skills in state government processes and techniques. The SA will develop analytical, written, and oral communication, customer service, and follow-through skills, as well as sound judgment to adjust workload in order to meet conflicting deadlines while working under pressure.

Desirable Qualifications:

- Excellent organization skills
- Strong attention to detail
- Effective communication skills
- Familiarity with Microsoft Office applications