

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

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-361-5157-727

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

CCDD/Program Quality & Improvement Branch

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

File Integrity Monitoring and Support Unit C

SUPERVISOR'S NAME:

Monica Escamilla

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)

This position requires travel exceeding 50% of the time. A valid CA driver's license is required for the position

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 California Department of Social Services (CDSS) programs and services that serve the whole child and 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 informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under the direction of the Supervisor I of the File Integrity Monitoring & Support (FIMS) Unit C, FIMS Section, Program Quality & Improvement Branch (PQIB), the Analyst I, will provide support for local program administration. This position provides monitoring and analytical services in support of this function, which requires extensive travel.

A. RESPONSIBILITIES OF POSITION:

45% Under guidance, the Analyst I, in collaboration with Program Quality & Improvement (PQI) Child Development Consultants, is responsible for conducting on-site reviews of the Child Care and Development Division (CCDD) funded programs while traveling throughout the state of California, based on established sampling procedures and protocols. The incumbent will analyze data from reviews to determine deficient practices and/or policies and assess error rates in order to develop and implement error rate reduction plans (ERRP) as applicable. The incumbent will interpret existing federal and state regulatory laws and regulations to develop improvements and ensure implementation of improved and compliant practices and/or policies. The incumbent will report summary data to PII Managers, PQI Administrators, PQI Consultants, and contractors.

20% Under guidance, the Analyst I writes, reviews, and/or edits reports summarizing the findings of on-site reviews and will develop and implement ERRPs with management, program staff, and Consultants. The incumbent will provide necessary on-site technical assistance, while traveling (on review), for the program to meet ERRP targets. This position prepares written analyses and recommendations on issues to supervisory levels, prepares written responses to letters and other inquiries, and drafts correspondence for the signature of others, including PQI managers up to the CCDD Deputy Director. The incumbent will consult with contractors and PQI Consultants, provide written and verbal advice and expertise to contractors, and provide written and verbal interpretations of laws and regulations to contractors and supervisors.

10% Under guidance, the Analyst I will review and analyze statute and regulations, research program integrity procedures used by other programs and/or other states and stay current on trends and relevant changes relating to CalWORKs and Child Care Development Fund child care programs. The incumbent will participate in staff meetings, apprise supervisors of the status of projects and problems, and assist other staff with critical projects as needed.

10% Under guidance, the Analyst I will develop and/or manage both spreadsheets and databases in Microsoft Excel and ACCESS to support data from reviews and other PQI processes.

10% Under guidance, the Analyst I will independently develop and make presentations at meetings, conferences, and workshops, often traveling to sites throughout California, for child care agency staff and various professional organizations, using various modes of delivery including on-site visits, webinars, and videos. The incumbent will act as a technical expert for child development issues and respond to questions.

5% The Analyst I will perform other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I works in the FIMS Unit C under the direction of the FIMS Unit C Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I will independently identify and resolve issues surrounding business process, communication, project management, and division-wide issues, as applicable.

D. PERSONAL CONTACTS:

The Analyst I has frequent contact and attends meetings with other departmental staff, staff from other local, state, and federal government agencies, and private/public organizations. The Analyst I, advises and interacts with CCDD and PQIB leadership and staff. In addition, the Analyst I interacts with all division staff to implement and provide advice in professional development programs and policies related to CCDD and departmental objectives. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and practices.

E. ACTIONS AND CONSEQUENCES:

The Analyst I is responsible for facilitating effective communication, collaborating in a team environment, and provides subject matter expertise in specifically identified areas. Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and result in a negative impact to children and families. All these outcomes can expose the department to fiscal, legal and audit risk.

F. OTHER INFORMATION:

This position requires travel exceeding 50% of the time. A valid CA driver's license is required for the position

Desirable Qualifications include:

- Excellent interpersonal, team player, communication, and presentation skills are essential for success
- Experience facilitating multi-child care partner projects is highly desirable. Knowledge of child care programs is highly desirable

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