

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Student Assistant

POSITION NUMBER:

800-353-4870-910

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

CCDD/CCPDB

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

LEAD Office / Equity in Contracts Unit

SUPERVISOR'S NAME:

Lakisha Sipple

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)

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 childcare 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 I and with support from other program support staff, the Student Assistant (SA) assists with the Equity in Contracts Unit. The SA reviews and processes paperwork submitted by grantees for payment. The SA must evaluate all paperwork for completeness and correctness. SAs must demonstrate excellent customer service skills and contact grantees through email and or phone to correct paperwork as quickly as possible.

A. RESPONSIBILITIES OF POSITION:

30% The SA will document and revise various expenditure reports, gather information, perform analytical services, basic technical assistance, and provide recommendations for analysts and management. The incumbent will respond to inquiries from prospective grantees about payment timelines, accuracy of submitted expenditure reports, and other questions related to quarterly reimbursements. The incumbent will assist staff by creating weekly reports for management. The incumbent must be proficient with Microsoft Office, Excel, Word, Adobe Acrobat (PDF), Microsoft Teams, and other office systems.

30% The SA will liaise and represent the CDSS regarding the federal Quality Plan and the Child Care and Development Block Grant (CCDBG) State Plan. The SA will arrange meetings and opportunities for public input; solicit input from the public and various state agencies; and gather, analyze, and update information. The incumbent will also independently track progress of program and legislative recommendations and update stakeholder members as needed. The incumbent will track various quarterly expenditure reports under the close supervision of the Supervisor I. The SA will consult with the Child Care and Development Division (CCDD) Accounting, including the Administrative Services Unit and Grants Support Unit, under the guidance of the Supervisor I regarding various reimbursements.

20% The SA reviews relevant materials such as the California Education Code, Code of Federal Regulations, Health and Safety Code Regulations legislation, regulations, policy, reports, contracts, instructional materials, quality improvement proposals, and various publications. The incumbent researches and keeps informed of current issues relating to existing and proposed changes in law, regulations, policy, and guidelines governing the administration of early learning and care programs administered through CCDD and provides information and analysis to staff. The incumbent participates in meetings and webinars to keep updated on work relating to CCDBG policies and guidelines relating to submission of the CCDBG State Plan, federal and contractor reports, and other projects as assigned.

15% The SA prepares, analyzes, and updates documents reflecting division and LEAD Office information, including reports, analyzes funding allocations and expenditure plans to support CCDD program activities. The SA reviews and analyzes federal notifications, CDSS procedures, and office project plans to create presentations for upper-level management, other state agencies, and the field. The SA provides analytical services in other program areas of the office and CDSS as requested, including analysis of early education programs and their relation/interaction with other educational programs.

5% The SA performs multiple administrative duties, which include typing general correspondence, searching and/or purging files, and other related support activities. The incumbent participates in staff meetings and keeps the LEAD Supervisor II and Supervisor I apprised of the status of all projects and problems regarding contracts and grants, 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 I. The SA is responsible for the timely completion of assignments in an acceptable format and apprising the Supervisor I of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SA works closely with CDSS staff, state agencies, counties, and vendors.

E. ACTIONS AND CONSEQUENCES:

Maintenance and control of the expenditure process will ensure auditing and payment of the claims will occur in an efficient and timely manner. Failure to do so may result in making incorrect or delayed payments to counties and vendors conducting business with CDSS and can initiate penalty interest payments to vendors. This will jeopardize CDSS' working relationship with counties and small business vendors, causing a decline in CDSS' ability to operate critical human service programs.

F. OTHER INFORMATION:

The SA is in a training classification which will develop his/her skills in state government accounting practices, processes, and techniques. The SA will develop analytical, written, 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