

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-570-4800-008

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

CFSD/System of Care Branch

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

FCRDS/Rates Oversight Unit

SUPERVISOR'S NAME:

Anetria Turner

SUPERVISOR'S CLASS:

Supervisor II

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)
- FP Clearance

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.

Three Analyst II's

Total number of positions for which this position is responsible: 3

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 Foster Care Rates and Data Section (FCRADS) ensures that the policies governing foster care rates are appropriately established in compliance with federal and state law, and that Short Term Residential Therapeutic Program (STRTP) providers and foster family agency (FFA) certified homes receive the appropriate level of foster care funding commensurate with services provided to the children in their care. The section also supports policy development and implementation of practices related to youth in foster care through research, report development and data analytics.

CONCEPT OF POSITION:

The Supervisor I will support the mission of Foster Care Rates and Data Section to develop and write foster care rate setting regulations, policies, procedures, controlled correspondence, bill analysis and formal communications independently and in collaboration with other internal/external stakeholders related to administering the foster care payment system statewide. The Supervisor I will manage key complex care (i.e., in accordance with Assembly Bills 2944, 153 & 2083) initiatives and reform efforts as assigned by the department. Additionally, the Supervisor I will be required to provide ongoing consultation to counties and foster care providers regarding clarification of applicable laws, regulations and policies.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

35% Supervises, plans and directs staff and the work of the unit, which includes but is not limited to, assessing workload, assigning, monitoring and tracking tasks and/or projects, providing instruction and resources to unit staff to accomplish assignments. This also includes reviewing work, providing feedback on performance and meeting with unit staff as needed to facilitate successful completion of assignments. Establishes and communicates unit goals, objectives and priorities to ensure expectations are met and excellent customer service is proved. Provides policy direction and ongoing supervision of the activities and staff of the unit including the development, implementation, operation, maintenance and ongoing enhancements of the System of Care. Develops staff to improve technical, analytical, and other skill-sets across the unit.

30% Serves as a subject matter expert and represents the unit, bureau or branch, as appropriate, at internal and external meetings; participates in a variety of work groups and ensures completion of related assignments; collaborates with and maintains effective communication with representatives from various State and County governmental agencies, other departmental organizations, the Legislature, stakeholders and advocates, and the provider community as needed to accomplish work of the unit. Serves as needed as a liaison and consultant to maintain working relations with federal, state, county, local government, private agencies and entities.

20% Provides leadership for and organizes work group activities and statewide meetings and participates in developing uniform rate-setting policies which may include: development of statewide rate systems, making recommendations, reports, program policy, and performance measures and outcomes tied to the state's System of Care and Tiered Rate Structure efforts and the foster care system. Directs research, the collection, analysis of and use of data to support program, policy development, and decision-making.

10% Assists Bureau Chief by performing administrative functions including preparation of budget requests and justifications, trailer bill language, All County Letters (ACLs)/All County Information Notices (ACINs), reports and general correspondence, regulations, briefing documents, and issue papers used as planning tools for management decisions. Assist the Bureau to plan and project workload priorities, participates and updates bureau business plan, and provides policy input and recommendations to Bureau Chief level and above.

5% Performs other duties related to personnel, individual development plans for staff, addressing disciplinary issues in accordance with the merit system rules, and supporting the growth opportunities of staff within the department. Handles other tasks assigned or designated by management pertaining to the Unit, Bureau, and Branch. Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The Supervisor I is directly supervised by the Supervisor II of the Foster Care Rates and Data Section. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with department policy.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Supervisor I has daily contact with other CDSS staff (Operations, Fiscal, Estimates, Legal, AFDC, etc.) in the collection, analysis and dissemination of information. The Supervisor I has frequent contact with the staff of other State departments (Education, Mental Health, Health, etc.) in the coordination of joint projects. The Supervisor I also has regular contacts with federal Department of Health and Human Services and with County Welfare Departments, County Probation Departments, foster care providers and provider associations on issues of statewide significance

E. ACTIONS AND CONSEQUENCES:

The Supervisor I makes recommendations on various policy issues and implements State and federal law through statewide communications and regulations development. Poor work could result in inaccurate application of statutes and regulations; the inappropriate expenditure of federal, State and county funds; poor relationships with counties; adverse court actions; negative press; and possible loss of funding.

F. OTHER INFORMATION:

The Supervisor I must have good interpersonal communication skills and be able to work well with a variety of people. The Supervisor I must be able to work well under pressure. Knowledge of child welfare services programs, county social welfare agencies, community organization and CDSS administrative and support services, children's services and other related programs is desirable.