State of California - Department of Social Services

# DUTY STATEMENT

| EMPLOYEE NAME: | |
|---|---|
| Vacant | |
| CLASSIFICATION: | POSITION NUMBER: |
| Analyst II | 800-251-5393-743 |
| DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)* | BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)* |
| FEED/Nutrition Programs | Community Partnerships/Emergency Food Programs/Unit A |
| SUPERVISOR'S NAME: | SUPERVISOR'S CLASS: |
| Lori Coopwood | 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)*

Some travel required: (up to 25%) depending on the specific assignments

| 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 Emergency Food Programs Section (EFPS) in the CalFresh and Nutrition Programs Bureau provides United States Department of Agriculture (USDA) commodities to a network of food banks for distribution to eligible individuals and households within their service areas. The EFPS is responsible for overseeing federal food assistance programs including The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP) as well as a variety of state-funded distribution programs . The team ensures commodities are provided and distributed to eligible individuals and households in all 58 California counties and works closely with local nonprofit agencies to manage administrative and operating expense reimbursements.

**CONCEPT OF POSITION:**

Under the direction of the Supervisor I, the Analyst II, in the Emergency Food Programs Section provides direction and statewide oversight to partner food banks by conducting compliance reviews, providing program training and technical assistance, compiling statewide program information, overseeing of inventory of state and federal commodities, placing commodity orders with USDA, implementing program policy, processing monthly and/or quarterly invoices for expense reimbursement, and managing contractual relationships with external providers. The Analyst II may function independently in a lead capacity with minimal oversight and supervision required of the Supervisor to ensure completed staff work is consistently provided.

A. RESPONSIBILITIES OF POSITION:

25% Administrative Duties:
Recommends, develops, and evaluates program policy and tracks legislation pertaining to the Programs. Prepares issue memos, reports, and general correspondence to Providers, updates policy and informational notices, and makes programmatic proposals as needed. Coordinates monthly and quarterly conference calls and annual best practices meetings with Providers. Reviews, analyzes, and submits programmatic reports as needed. Reviews claims and makes payment recommendations for the Provider's administrative reimbursements.

25% Technical Assistance and Training:
Provides analytical support to the Providers, who are responsible for the administration and oversight of the TEFAP, CSFP, and State Food Programs. Provides oral and written follow-up when needed to determine the Provider's compliance with state and federal rules and regulations. Provides technical assistance as needed on program regulations and requirements. Acts as a liaison and continuously coordinates with USDA and Providers. Participates in various work groups or meetings as appropriate.

20% Ordering Commodities and Inventory Management:
Independently projects and assesses inventory levels and then processes Providers' orders for commodities to ensure proper inventory levels are maintained. Manages the schedule of deliveries to Providers while ensuring statewide inventory of commodities does not exceed the regulatory requirements. Uses USDA's Web Based Supply Chain Management system (WBSCM) to manage food orders. Resolves complex issues with the USDA in the ordering , cancellation, and destination changes to USDA Foods orders. Responds to urgent USDA inquiries and more complex issues. Oversee state-funded commodity ordering operations.

15% Compliance Reviews, Written and Oral Communication:
Independently conducts in-person and/or desk compliance reviews as mandated using established protocols and procedures. Prepares written reports. Follows-up on areas of noncompliance noted during food bank reviews. Directs agency termination procedures if necessary. Manages program expansion/new agency start-up as required.

10% Program Management:
Reviews and monitors statewide caseload metrics to ensure a 95–100 percent distribution rate is maintained for CSFP partners and 25 percent distribution rate for TEFAP partners.

5% Other Duties As Assigned

B. SUPERVISION RECEIVED:

The incumbent receives direction from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

none

D. PERSONAL CONTACTS:

The Analyst II has routine contact with representatives of contracting agencies and other non-profit emergency feeding organizations, private, county and federal agencies, as well as the staff in the Budget and Accounting Bureau

E. ACTIONS AND CONSEQUENCES:

Provides recommendations on various policies, implements state and federal laws and regulations, and provides guidance and advice to Providers. Poor recommendations, decisions or advice may result in the inaccurate application of regulations, policies and procedures at either the state or local level, improper use of funding allocations, inappropriate reimbursement of federal funds, poor relationships with local agencies, recipients and others, and misinformation in public sources

F. OTHER INFORMATION:

State of California - Department of Social Services

# DUTY STATEMENT

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| Vacant | |
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| SUPERVISOR'S NAME: | SUPERVISOR'S CLASS: |
| Lori Coopwood | Supervisor I |

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- ☐ Performs other duties requiring high physical demand. *(Explain below)*
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**CONCEPT OF POSITION:**

Under the direction of the Supervisor I, the Analyst I, in the Emergency Food Programs Section assists with the direction and statewide oversight to partner food banks by participating in compliance reviews, providing program training and technical assistance, compiling statewide program information, overseeing of inventory of state and federal commodities, placing commodity orders with USDA, implementing program policy, processing monthly and/or quarterly invoices for expense reimbursement, and managing contractual relationships with external providers.

A. RESPONSIBILITIES OF POSITION:

35% Administrative Duties:
Participates in recommending, developing, and evaluating program policy and tracks legislation pertaining to the Programs. Prepares issue memos, reports, and general correspondence to Providers, updates policy and informational notices, and makes programmatic proposals as needed. Assists in coordinating monthly and quarterly conference calls and annual best practices meetings with Providers. Reviews, analyzes, and submits programmatic reports as needed. Reviews claims and makes payment recommendations for the Provider's administrative reimbursements.

20% Technical Assistance and Training:
Provides analytical support to the Providers, who are responsible for the administration and oversight of the TEFAP, CSFP, and State Food Programs. Provides oral and written follow-up when needed to determine the Provider's compliance with state and federal rules and regulations. Provides technical assistance as needed on program regulations and requirements. Acts as a liaison and continuously coordinates with USDA and Providers. Participates in various work groups or meetings as appropriate.

25% Ordering Commodities and Inventory Management:
Assists with projections and assessments of inventory levels and then processes Providers' orders for commodities to ensure proper inventory levels are maintained. Assists with managing the schedule of deliveries to Providers while ensuring statewide inventory of commodities does not exceed the regulatory requirements. Uses USDA's Web Based Supply Chain Management system (WBSCM) to manage food orders. Resolves complex issues with the USDA in the ordering , cancellation, and destination changes to USDA Foods orders. Responds to urgent USDA inquiries and more complex issues. Assists with overseeing state-funded commodity ordering operations.

5% Compliance Reviews, Written and Oral Communication:
Participates in desk and/or in-person compliance reviews as mandated using established protocols and procedures. Prepares written reports. Follows-up on areas of noncompliance noted during food bank reviews. Directs agency termination procedures if necessary. Assists with overseeing program expansion/new agency start-up as required.

10% Program Management:
Reviews and monitors statewide caseload metrics to ensure a 95–100 percent distribution rate is maintained for CSFP partners and 25 percent distribution rate for TEFAP partners.

5% Other Duties As Assigned

B. SUPERVISION RECEIVED:

The incumbent receives supervision from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

none

D. PERSONAL CONTACTS:

The Analyst I has routine contact with representatives of contracting agencies and other non-profit emergency feedin organizations, private, county and federal agencies, as well as the staff in the Budget and Accounting Bureau.

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F. OTHER INFORMATION: