

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-253-5393-763

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

Family Engagement & Empowerment / CalFresh Branch

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

Policy Bureau / Section B / Policy Unit D

SUPERVISOR'S NAME:

Kaitlyn Jawwad

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.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The Policy Bureau in the CalFresh Branch is responsible for providing policy and program guidance for California's Supplemental Nutrition Assistance Program (SNAP), also known in California as CalFresh. The Bureau reviews and interprets state and federal legislation and provides written guidance to California's 52 counties to properly implement the CalFresh program at the local level.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the CalFresh Analyst II is responsible for a variety of complex activities associated with CalFresh policy development, implementation and interpretation. In addition, the Analyst II is involved in legislative bill analysis, special projects requiring research and analysis, and proactively provides recommendations to management for program improvement. The Analyst II demonstrates the ability to work independently, as well as in a group setting, and maintains effective and ongoing communication with management.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

30% Provide timely and accurate policy interpretation to a variety of stakeholders, including county welfare departments (CWDs), departmental staff, advocacy organizations, the Legislature, and the California Statewide Automated Welfare System (CalSAWS). Receive, respond to, and track formal policy interpretation requests and program inquiries. Attend meetings related to assigned policy areas and projects.

20% Research and analyze existing and new federal and state laws, regulations, and CalFresh policies. Prepare and communicate statewide program information verbally and in writing through mechanisms such as All County Letters (ACLs), All County Information Notices (ACINs), All County Welfare Directors' Letters (ACWDLs), and other official state correspondence.

20% Research and analyze CalFresh policy issues and prepare issue papers, recommendations, and other written materials to support decisions and provide clarification on new and existing program matters. Analyze state and federal legislation, track legislative activity, and assist with the development of statutory amendments and legislative proposals.

15% Assist in the development, evaluation, and implementation of special projects designed to improve program effectiveness and administration. Special projects may include analysis and implementation of legislative changes, responses to program litigation and court decisions, and other assignments requiring research and policy analysis.

10% Provide general branch support by preparing accurate written materials and briefings for county, state, and federal partners; developing speech and presentation materials; maintaining current, organized, and accessible program information to support accurate and timely responses; and responding to inquiries from the Legislature, counties, advocacy organizations, and the general public regarding program requirements, policy changes, program innovations, and special projects.

5% Perform other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst II receives direction from and reports to the Supervisor I. Assignments usually come from the Supervisor I, but may also come from the section chief and/or bureau chief. The Analyst II works independently the majority of the time and is expected to produce complete products. In addition, the Analyst II is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency prior to submitting to Supervisor I for approval.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II may be asked to function in a lead capacity and assist in the training of new staff.

D. PERSONAL CONTACTS:

The Analyst II has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

E. ACTIONS AND CONSEQUENCES:

The Analyst II makes recommendations on a range of policy issues that impact statewide program operations. Assignments prepared by the Analyst II will be the basis for making policy decisions that directly affect CalFresh recipients. A commitment to development and training is essential. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

F. OTHER INFORMATION:

CalFresh program experience is very desirable, but is not required. More important are strong analytical, verbal communication, research, writing and interpersonal skills. The Analyst II must have working computer skills and have the ability to use the following programs: Word, Excel, Outlook, and search engines such as Google or Internet Explorer. Due to complex and critical assignments, good attendance is expected. Occasional travel and overtime may be required.

State of California - Department of Social Services

DUTY STATEMENT

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Vacant

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Analyst I

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800-253-5157-763

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Family Engagement & Empowerment / CalFresh Branch

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

Policy Bureau / Section B / Policy Unit D

SUPERVISOR'S NAME:

Kaitlyn Jawwad

SUPERVISOR'S CLASS:

Supervisor I

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N/A

MISSION OF ORGANIZATIONAL UNIT:

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CONCEPT OF POSITION:

Under the direct supervision of the Supervisor I, the CalFresh Analyst I is responsible for a variety of entry level analyst activities associated with CalFresh policy development, implementation and interpretation. In accordance with skill level, the Analyst I is also involved in legislative bill analysis and special projects requiring research and analysis.

A. RESPONSIBILITIES OF POSITION:

Specific duties include, but are not limited to:

25% Provide timely and accurate policy information and interpretation to a variety of stakeholders, including county welfare departments (CWDs), departmental staff, advocacy organizations, the Legislature, and the California Statewide Automated Welfare System (CalSAWS). Receive, respond to, and track formal policy interpretation requests and program inquiries; attend meetings related to assignments.

15% Research and analyze existing and new federal and state laws, regulations, and CalFresh policies. Prepare statewide program information and communicate information verbally and in writing through mechanisms such as All County Letters (ACLs), All County Information Notices (ACINs), All County Welfare Directors' Letters (ACWDLs), and other official state correspondence.

15% Research and analyze CalFresh policy issues. Prepare issue papers, recommendations, and other written materials to support decisions and provide clarification on new and existing program matters. Assist with the analysis of state and federal legislation, tracking of legislative activity, and development of statutory amendments and legislative proposals.

15% Participate in training and professional development activities to enhance knowledge of CalFresh policy, analytical skills, and program requirements. Work closely with senior staff and other analysts to develop and apply policy knowledge and effective communication practices.

15% Assist in the development and implementation of special projects designed to improve program effectiveness and administration. Special projects may include analysis and implementation of legislative changes, responses to program litigation and court decisions, and other assignments requiring research and policy analysis.

10% Provide general branch support by preparing accurate written materials for county, state, and federal partners; developing speech and presentation materials; maintaining current, organized, and accessible program information to support accurate and timely responses; and responding to inquiries from the Legislature, counties, advocacy organizations, and the general public regarding program requirements, policy changes, program innovations, and special projects.

5% Perform other duties as assigned.

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None

D. PERSONAL CONTACTS:

The Analyst I has frequent contact with a wide range of departmental personnel, federal representatives, county welfare department staff, legislative staff, and advocates.

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The Analyst I makes recommendations on a range of policy issues that impact statewide program operations. Assignments prepared by the Analyst I will be the basis for making policy decisions that directly affect CalFresh recipients. A commitment to development and training is essential. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

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