State of California - Department of Social Services
CURRENT/PROPOSED DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Analyst II	800-906-5393-702
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Adult Programs Division	Adult Protective Services
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Cheryl Nelson	Supervisor 1

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*

☐ 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:

To provide comprehensive policy directives and respond to the needs of internal and external stakeholders for Adult Protective Services (APS) to better serve the elder and dependent adults served by the APS program.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Analyst performs technical and analytical duties related to developing policies and procedures and data collection for the APS program, along with developing professional relationships with internal and external stakeholders.

A. RESPONSIBILITIES OF POSITION:

40% Independently and collaboratively performs policy, regulatory, fiscal, and project management functions related to the Adult Protective Services (APS) program. Monitors, analyzes, and develops recommendations regarding state and federal legislation related to older and dependent adult abuse, including evaluation of programmatic and fiscal impacts. Assists in the development and project coordination of Welfare and Institutions Code (WIC), All-County Letters (ACLs), All-County Informational Notices (ACINs), and regulations impacting county APS operations and service delivery. Provides technical assistance to county-operated APS programs, both verbally and in writing, regarding statutory changes, federal funding opportunities, reporting requirements, and APS social worker training. Plans, coordinates, monitors, and tracks the implementation of APS-related initiatives and program deliverables. Develops concepts, briefing papers, reports, and other written materials for management review to support program planning and decision-making. Researches and drafts responses to public inquiries related to elder and dependent adult abuse and ensures program forms, documents, and unit policies and procedures are accurate, current, and maintained in accordance with departmental standards.

20% Assists in the distribution, administration, and monitoring of State General Funds and Federal Elder Justice Act funding designated for APS. Provides fiscal oversight to ensure Federal and State compliance with funding requirements and program objectives. In collaboration with Adult Program Division Contracts and Fiscal staff, assists contracted vendors with development and execution of contracts, grants and confirms accuracy of invoices submitted against executed contracts. Oversees contract deliverables for three statewide APS social worker training academies and other contracts designed to enhance APS program activities, ensuring performance standards and timelines are met.

20% Develops policies and protocols to promote uniform APS data collection and ensure compliance with revised national data reporting requirements. Conducts analysis of statewide elder and dependent adult abuse data to inform strategic planning, support state and local program evaluation, provides aggregate reports as needed to state and federal stakeholders. Includes, but are not limited to, creating and maintaining graphs and tables utilizing Excel; analyzing data to identify program trends; and submitting state-level data to federal reporting systems.

15% Collaborates with internal divisions, external partners, including with local APS programs, and other state and federal agencies to support APS program objectives. Represents the program on workgroups, committees, and meetings related to APS policy, legislation, and program improvement initiatives. Identifies opportunities for process improvements and supports implementation of program enhancements. Assists APS Program Administrator and Supervisor I with coordination of annual World Elder Abuse Awareness Day event.

5% Other duties as assigned as they relate to the Adult Protective Services program.

B. SUPERVISION RECEIVED:

The Analyst is directly supervised by the Adult Protective Services Unit Supervisor I but may receive some direction on assignments from an Analyst in the Unit who is acting as a lead analyst. The Analyst is expected to work independently with minimal supervision and exercise initiative, sound judgment, and resourcefulness in completing assignments. The Analyst may provide guidance to other staff on specific projects, as needed.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst will regularly interact with county Social Services staff, departmental employees, advocates, the general public, contracted vendors, and representatives from state and federal agencies

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling assignments and in imparting information could result in litigation against the Department.

F. OTHER INFORMATION:

The Analyst must have excellent technical writing skills and verbal communication skills, demonstrate the ability to work cooperatively and effectively as part of a team, have the ability to establish effective working relationships, work under pressure, with quick changing priorities and direction, and complete assignments in a timely manner. A desire to work in and develop knowledge and expertise in the field of aging and disability services is essential.

Use Microsoft Office suite to create, compile, analyze, organize, present reports and presentations, tracking activities and papers.