State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Analyst I	800-361-5157-726
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCDD/Program Quality & Improvement Branch	Program Quality & Improvement Central Bureau
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Patricia Rodriguez	Education Administrator 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)*

This position requires travel exceeding 50% of the time.

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 child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care 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 child care partners.

CONCEPT OF POSITION:

Under the direction of the Education Administrator I (EA I) in the Program Quality and Integrity (PQI) Bureau within the Child Care Development Division (CCDD), and working cooperatively with program units and supervisors, the Analyst II will independently provide analytical services in support of local programs and program administration. The Analyst II also performs specialized program integrity investigative functions, including contractor data analysis, evidence gathering, on-site reviews, and coordination with consultants, administrators, legal, and county partners to identify, substantiate, and document potential misuse of child care and development subsidy funds. Extensive travel exceeding 50% is required for fieldwork to support investigations at the local level.

A. RESPONSIBILITIES OF POSITION:

35% Under the guidance of the PQI EA I and in collaboration with PQI Consultants, the Analyst I is responsible for conducting data mining and analysis of 801A submissions, fiscal reports, attendance documentation, provider payment patterns, and other system-level data to identify outliers and red-flag indicators for potential program integrity violations. The Analyst I compiles, summarizes, and interprets contractor data as part of investigative casework and produces written findings for administrative and legal review. Ongoing travel is required throughout the year to conduct field-work related duties on site at contractor locations around the state.

30% Under guidance, the Analyst I will support on-site and hybrid whistle blower and complaint investigations as part of program integrity investigations. This includes the review of financial records, family data files, provider payments, and other documentation required to be maintained by contracted programs. The reviews will gather the evidence needed to substantiate or unsubstantiate whistle blower complaints, and ultimately to identify stronger internal controls that will reduce future incidents of fraud. drafts investigative summaries, evidence matrices, case documentation, and recommendations for corrective actions, fiscal recoveries, or referral to law enforcement when appropriate. Ongoing travel is required throughout the year to conduct field-work related duties on site at contractor locations around the state.

15% Under guidance, the Analyst I reviews and analyzes statute and regulations for research purposes and will research program monitoring procedures used by other programs and/or other states. The incumbent stays current on trends and relevant changes relating to statute, regulations, and the funding terms and conditions. This position participates in office and staff meetings as required, keeps managers and supervisors apprised of the status of projects and problems, and assists other staff with critical projects as needed.

10% Under guidance, the Analyst I analyzes data from reviews to determine deficient practices and/or policies. The incumbent will research existing federal and state regulatory and statutory requirements and recommends practices and/or policies that would ensure improvement and compliance. This includes identifying statewide trends in subsidy misuse, patterns of administrative error, and contractor practices contributing to improper payments, and recommending updates to prevention policies, monitoring tools, and standardized investigative procedures.

5% Under guidance, the Analyst I assists the PQI Administrators and Consultants in developing and delivering statewide training to contractors and CDSS staff on program integrity requirements, identifying misuse, reporting protocols, investigative documentation, and prevention practices.

5% Under guidance, the Analyst I performs other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives general instructions from the EA I. Project status reports are made and final products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I functions as an independent analyst with the ability to identify and resolve issues surrounding business process, communication, project management, and division-wide adoption and implementation, as applicable.

D. PERSONAL CONTACTS:

The Analyst I has frequent contact and attends meetings with other departmental staff, staff from other local, state, and federal government agencies, investigative and law enforcement agencies, and private/public organizations. The Analyst I frequently advises and interacts with CCDD and PQI Branch leadership and staff. In addition, the Analyst I interacts with all division staff to implement and provide advice in professional development programs and policies related to CCDD and departmental objectives. Regular interactions will occur with other offices and divisions as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and practices.

E. ACTIONS AND CONSEQUENCES:

The Analyst I is responsible for facilitating effective communication, conducting effective project management, and providing subject matter expertise specifically in monitoring, data analysis, evidence collection, and program integrity investigative activities. Failure to adequately implement the requirements of this position can result in failure to detect or substantiate misuse of funds, mismanagement of funds and resultant negative impact to children and families. All these outcomes can expose the department to fiscal, legal, and audit risk.

F. OTHER INFORMATION:

Knowledge of investigative practices, evidence collection, fiscal documentation, and program integrity requirements under the Child Care and Development Fund (CCDF) and Welfare and Institutions Code is highly desirable. The position requires the ability to interpret contractor fiscal records, analyze attendance and payment data, and prepare investigative summaries and case reports.

Knowledge of county California Work Opportunity and Responsibility to Kids (CalWORKs) program operations, child care services, and licensing requirements is preferred.

Desirable Qualifications:

- Excellent interpersonal relations and communication skills are essential
- Ability to build consensus and facilitate team work
- Ability to act independently
- Ability to use excellent judgment and make appropriate decisions

50% or more travel is required.

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A. RESPONSIBILITIES OF POSITION:

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30% As part of program integrity investigations, the Analyst II will support on site and hybrid whistle blower and complaint investigations which include the review of financial records, family data files, provider payments, and other documentation required to be maintained by contracted programs. The reviews will gather the evidence needed to substantiate or unsubstantiate whistle blower complaints, and ultimately to identify stronger internal controls that will reduce future incidents of fraud. drafts investigative summaries, evidence matrices, case documentation, and recommendations for corrective actions, fiscal recoveries, or referral to law enforcement when appropriate. Ongoing travel is required throughout the year to conduct field-work related duties on site at contractor locations around the state.

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Knowledge of county Cal Works program operations; child care services, and licensing requirements is preferred.

Desirable Qualifications:
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- Ability to build consensus and facilitate team work
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- Ability to use excellent judgment and make appropriate decisions

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