State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
Vacant

CLASSIFICATION:	POSITION NUMBER:
Child Development Consultant	800-361-2834-005
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCDD/Program Quality & Improvement Branch	Program Quality & Integrity Bureau
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Vacant	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. A valid CA driver's license is required for the position.

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.

None

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None

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 general direction of the Education Administrator I (EA I) of the Program Quality & Integrity (PQI) Bureau in the Child Care and Development Division (CCDD), the Child Development Consultant (CDC) provides expert consultation and subject matter expertise regarding various subject areas related to PQI program obligations. Areas of focus include California regulations, program requirements, funding terms and conditions, and the Manual of Policies and Procedures for all contracts. This position supports fraud investigations and requires extensive travel.

A. RESPONSIBILITIES OF POSITION:

40% The CDC will independently lead 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. This position will be responsible for working with local and state authorities when further legal action is required. The CDC will compile evidence, complete monitoring reports, develop proposed actions on contract status, and present findings to the Branch Chief and Deputy Director to keep management appraised of ongoing investigations.

30% The CDC will independently develop, maintain, and train division and department partners on a standardized process to investigate and document fraud investigations, including procedures to collaboratively work with legal partners, Community Care Licensing, Office of Audit Services, Child Development Fiscal Services, Family Engagement and Empowerment Division, and other internal and external partners to investigate and act when fraud has been substantiated. The CDC will conduct after-action meetings and reports to continue to strengthen program integrity and reduce future incidents of fraud.

20% The CDC will independently perform administrative functions that increase program integrity, including but not limited to fiscal proposals, correspondence, providing updates in staff meetings, incorporating child care partner feedback, and collaborating with division administrators in all branches of the CCDD and across the department to ensure cohesive messaging and coherent updates to guidance, such as proposed changes in regulations, the issuance of a child care bulletins, and/or updates to the PQIB monitoring tools or monitoring protocols. They will propose regulatory updates to reduce fraud and ensure compliance with the Child Care and Development Block Grant. Additionally, they will provide training and guidance to staff and the child care field as needed to strengthen program integrity.

10% The CDC will independently research and develop recommendations for contractor and state data systems to track child care services, monitoring and error rate data, and increase program integrity in effective and efficient methods. These recommendations will be based on current functionality and will identify specific metrics that allow both contractors and the state to identify potential fraud at a system level early.

B. SUPERVISION RECEIVED:

The CDC receives direction from and reports to the EA I of the PQI Bureau in CCDD.

C. ADMINISTRATIVE RESPONSIBILITY:

The CDC provides consultation to the Program Quality & Improvement Branch and assists with updating the regulatory materials. Ensures written materials, including the Funding Terms and Conditions, Program Requirements and other documents of regulations governing state child care contracts, are accurate, coherent, clear, and comprehensible.

D. PERSONAL CONTACTS:

The CDC frequently advises and interacts with CCDD, CDSS, and other state leadership. In addition, the CDC interacts with various CDSS, CCDD and other state level staff to implement and provide advice regarding assigned areas. Regular interactions will occur with other offices, divisions, and agencies as necessary, to identify best practices, encourage collaboration and resource sharing, and ensure consistency with departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

The CDC is responsible for subject matter expertise regarding a federal requirement not previously implemented in California. Executive level leadership will support decisions on the advice and recommendation from this position. The state will implement policies in the field of child care that will affect the state's compliance status with the federal government. Failure to adequately implement the requirements of this position can result in severe fiscal penalties to the state of California and subsequent harm to child care programs.

F. OTHER INFORMATION:

This position requires travel exceeding 50% of the time. A valid CA driver's license is required for the position .

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
- Experience in the state system for subsidized child care and development programs including understanding of state and federal laws, regulations, and requirements
- Travel is required