State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Associate Governmental Program Analyst	800-556-5393-XXX
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Children and Family Services Division	Permanency Policy Bureau-Concurrent Planning Policy Unit
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
TBD	SSM 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)*

Fingerprint Clearance Required

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 Concurrent Planning Policy Unit provides county child welfare and probation departments and Tribal child welfare agencies with information and instruction regarding concurrent planning; family reunification; caseworker visits; non-relative legal guardianship; communal care reform and sibling connections, via policy directives, statutory and regulatory development, practice guidance, training, and program implementation and oversight.

CONCEPT OF POSITION:

Under the direction of the Staff Services Manager I, the AGPA, as a technical specialist and policy analyst, develops, implements, and monitors programs and policies related to family reunification and alternate permanent placements when family reunification is not an option.

A. RESPONSIBILITIES OF POSITION:

40% Perform activities to analyze and implement legislation and develop programs in the areas of family reunification and other permanent alternative placements for foster children and young adults as well as ensuring their well-being in these placements. Collaborate with CDSS and other State staff, county personnel, tribal organizations, advocacy groups and stakeholders regarding the development, implementation and oversight of concurrent planning programs and policies and to ensure program development activities result in positive outcomes for children, young adults and families involved in the foster care system. Participate in committees and affiliated workgroups.

30% Analyze proposed State and federal legislation, draft suggested amendments, and make recommendations related to the well-being of children and young adults and their families involved in the foster care system who are engaged in family reunification or alternate permanency placements. Develop legislative proposals, and prepare background information for legislative hearing testimony. Review and analyze statute and regulations to develop policy interpretations; develop regulations; draft information and analyze data for required federal reporting assignments; disseminate policy to staff of CDSS, county child welfare and probation departments, tribal organizations and private agency representatives.

15% Provide technical assistance to county child welfare and probation departments/staff and tribal organizations regarding program-related laws, regulations, and policy.

10% Develop budget change proposals, county letters, legislative proposals, premise and subvention narratives; respond to and work with the CDSS fiscal and research staff regarding child welfare services related to fiscal and claiming issues. Coordinate with CDSS data personnel and other data resources to obtain child welfare services related data to inform work assignments.

5% Perform other duties as required by the Permanency Policy Bureau.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST COMPETENCIES
* General knowledge of the work of the bureau, branch, the division and the department.
* Knowledge of policy-making and administrative processes, including state and federal legislation, regulatory and budgetary processes, and the roles of the various branches and levels of government.
* The ability to identify problems, and develop strategies to address problems; the ability to seek mutually-acceptable solutions.
* The ability to communicate orally and in writing in a well-organized, accurate, clear and concise manner.
*The ability to utilize good interpersonal skills in order to work with other CDSS staff, county child welfare and probation staff, and other child welfare stakeholders.
* The ability to plan implementation of and manage assignments to complete within specified time frames.
* The ability to maintain poise and flexibility while working in a time-sensitive, deadline-driven, results-oriented environment.
* Detail oriented with strong analytical skills and effective editing skills.
* Skilled in using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, and SharePoint.)

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AGPA has daily contact with other Branch and departmental staff, licensed adoption and county child welfare agencies, and the public.

E. ACTIONS AND CONSEQUENCES:

Adoption and child welfare records are classified as confidential. Good judgment must be exercised in order to avoid the inappropriate release of information. The AGPA must understand his or her role as representing the Department to the public, have good interpersonal communication skills, and be able to work well with a variety of people

F. OTHER INFORMATION:

The AGPA must have good interpersonal communication skills and be able to work well with a variety of people. The AGPA must be able to work well under pressure. Knowledge of child welfare services programs, county social welfare agencies, community organization, and CDSS administrative and support services, children's services and other related programs and a degree in social services or a closely related field is desirable.