

DUTY STATEMENT

GS 907T (REV. 05/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

-CCFC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY First 5 California Children & Families Commission	POSITION NUMBER (Agency - Unit - Class - Serial) 319-001-5393-925
2. UNIT NAME AND CITY LOCATED Program Management Division	3. CLASS TITLE AGPA
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 2389 Gateway Oaks Dr., #260 Sac 95833
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 319-001-5393-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Education Administrator I for the Early Learning and Healthy Development Office, act as lead analyst in developing information for contracts, requests for proposals and funding plans; reviewing and maintaining records and files on contract invoices and deliverables; designing and implementing accountability systems for special program allocations to counties; creating technical assistance tools; gathering, synthesizing, and developing material to support consultants through research and data analysis in selected program areas.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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30%

All duties are performed in accordance with CCFC management guidelines, the State Contract Manual, State Administrative Manual, State procurement policies, CCFC Strategic Plan, and the California Children and Families Act. All work will use Microsoft Office software (Word, Excel, Access, and Power Point) and internal CCFC databases.

ESSENTIAL FUNCTIONS

In order to facilitate the implementation of all First 5 California's (F5CA) Strategic Plan Areas and Program Management Division's (PMD) initiatives and pilots, including F5CA's Improve and Maximize Programs so All Children Thrive (IMPACT), the California Quality Rating and Improvement System (CA-QRIS), Small Population County Funding Augmentation, Dual Language Learner and Family Engagement Pilots, Conference Planning, and tobacco cessation, the incumbent will:

- Review and analyze funding, contract obligations, and review incoming materials related to these programs
- Develop and provide reports and presentation materials on the status of programs for the State Commission, F5CA administrators and staff, county commissions, and others as needed
- Provide updated information and reports through print and web-based formats
- Communicate with diverse stakeholders at the local, state, and federal levels

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<ul style="list-style-type: none"> • Analyze and report on programmatic connections to fiscal, evaluation and/or research data • Provide assistance and support on policies, program and external inquiries, application processes, and general information, as well as process and practice improvements to county commissions and their local partners to support PMD programs • Assist with reviews and updates for Requests for Funding, including application review and approval processes • Review and analyze revenue and expenditure data to identify current or potential problems for counties • Develop and update semi-annual program reports • Assist in the development of reporting forms and instructions • Maintain files, develop spreadsheets in Excel and Access, and reports from application data for analysis and reporting <p>In order to provide analytical support in program areas related to early care and education, health and social services, family engagement and support, home visiting services, children birth to five, children with special needs, dual language learners, school readiness, systems and infrastructure support, the incumbent will:</p> <ul style="list-style-type: none"> • Develop fact sheets, reports, and PowerPoint presentations with talking points • Organize program electronic files and work collaboratively with Information Technology staff to properly post documents on the Website • Conduct comprehensive research on a variety of issues by collecting and analyzing information for program implementation and improvement from a range of resources • Create allocation formulas for funding or resources to counties based on Commission-approved project allocations • Design and implement accountability systems for special program allocations to counties • Identify gaps in program area data and make recommendations to address data needs • Provide written and verbal recommendations based on research for issue papers on matters requiring policy considerations and decisions
20%	<p>In order to administer and monitor PMD contracts according to F5CA guidelines and the State Contract Manual, the incumbent will:</p> <ul style="list-style-type: none"> • Maintain contract and other procurement documentation in organized and easily accessible files • Prepare information for and participate in program coordination meetings with County Commissions partners, advocates, and stakeholders • Maintain spreadsheets and files related to deliverables as outlined in F5CA Strategic Plan • Monitor and coordinate with Fiscal Services Office all contract requirements including maintaining knowledge of fiscal outputs and expenditures • Facilitate project completion by communicating directly with internal and external staff, constituents, and contractors to resolve problems • Close out projects in a timely manner

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10%	<ul style="list-style-type: none"> • Plan and participate in bidders' conferences and award processes for programs related to the Strategic Plan and the PMD • Draft funding proposals to leverage funds for work in identified program areas <p>In order to provide technical assistance resources to county commissions in addressing the First 5 IMPACT, CA-QRIS, SPCFA, Conference Planning, Dual Language Learner Pilot, Family Engagement Pilot, tobacco cessation, child care and development, and professional education and training for service providers, the incumbent will:</p> <ul style="list-style-type: none"> • Develop crosswalks, tools, and other support materials • Create, update, maintain, and disseminate lists and databases of regional networks, such as health CBO's, clinics, and oral health demonstration sites • Collect and disseminate information regarding state and local program activities • Provide technical assistance in planning statewide and regional conferences, input sessions, related program workgroups, and presentations by identifying speakers, prioritizing topics, and preparing materials • Attend related meetings and workgroups as required, summarize meeting notes, and identify next steps
10%	<p>MARGINAL FUNCTIONS</p> <p>In support of the PMD and furtherance of the F5CA Strategic Plan, the incumbent will:</p> <ul style="list-style-type: none"> • Prepare issue papers, draft legislative bill analyses and proposals, special reports regarding program activities, and finalize documents for publication • Write expenditure and budget reports on F5CA funded projects in order to monitor projects • Coordinate logistical arrangements for conferences and meetings, including coordination of Webinars, face-to-face meetings, and other communication sessions • Provide analytical support to other professional staff as needed in the areas of program, personnel, budget, legislation, and technology <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices and trends of public and business administration; management and supportive staff services such as budgeting, personnel, and management analyses; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p>

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excel and Access database development, maintenance and report development • Excellent computer skills using Word, Excel, and Power Point • Ability to communicate effectively, both written and oral • Knowledge and experience in grant application review, monitoring, and administration • Minimal experience in state contracting • Familiar with California Legislative process • Interpret early childhood health and education policy • Ability to perform well under the pressure of numerous time-sensitive, high priority projects • Ability to take initiative, and work both independently and as a team member • Ability to work with diverse constituencies including county, local, and state agencies and groups • Ability to represent F5CA at meetings with County Commission staff, state departments, stakeholders, and others • Demonstrated ability to establish effective, positive working relations; exercising tact, resourcefulness and judgment with all groups contacted in the work • Operate and communicate within established meeting norms for how staff should work together <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Willingness to travel by car, bus, train, or airplane as required for successful job performance <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties or acquire support services to accomplish these tasks <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Think and reason in analyzing quantitative and qualitative information • Function effectively under demanding and competing deadlines • Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience • Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis • Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience • Ability to accurately follow F5CA's Correspondence and Style Guide • F5CA does not currently offer a telework schedule