



## Program Analyst II

Our agency strives to embody the concept of trauma-informed, resilience-oriented services, both internally and externally with our clients, customers and community partners.

### **Position Purpose**

The Program Analyst II performs more difficult and specialized functions that support the accurate maintenance of data, accurate calculation of child care reimbursements, accurate and timely submission of required reports, and performs activities that enable the smooth functioning of complex systems which generate child care reimbursements in accordance with State and agency policies.

### **Duties and Responsibilities**

- Maintains enrollment projections using a spreadsheet, informs the CCS Director of enrollment and earnings status for each subsidized child care program
- Directly processes child care reimbursements for various subsidized child care programs, including accurately comparing authorized schedules with child care actually used and applying the correct Regional Market Rate ceiling. Activities include but are not limited to: checking for accurate parent/provider end of month signatures, reviewing attendance forms for completeness, accurately applying rules and regulations to compute a correct amount of child care reimbursement
- Reviews incoming Attendance Forms for enrolled FCCHEN/EHS-CCP children and compares to certified hours, notifies appropriate staff if attendance is less than 85% of possible care-giving days in the month
- Reviews incoming Attendance Forms for enrolled FCCHEN/EHS-CCP for daily health checks completed by the participating EHS-CCP providers, notifies appropriate staff if concerns arise
- Reports loss of family subsidy from the FCCHEN program to appropriate EHS-CCP staff
- Correctly applies current rules and regulations as described in the EHS-CCP Scope of Work
- Calculates and enters monthly stipend payments to participating EHS-CCP providers that have complied with program requirements
- Processes reimbursements for participating providers for pre-approved lost subsidy of EHS-CCP slot
- Assists in the maintenance of program data and reporting requirements for the Child Care Foster Bridge
- Assists in the maintenance of program data and reporting requirements for the CalWORKs programs
- Submits required reports in an accurate and timely manner to funding sources
- Accurately uses a personal computer to enter, view, retrieve data using Microsoft Office, CAIware, ChildPlus, etc.
- Maintains the provider payment file caseload, including obtaining annual rate updates
- Ensures the FCCHEN providers have submitted proof of annual fees paid in a timely manner
- Ensures physical and electronic files are maintained accurately and completely through regular monitoring and internal audits
- Generates reports as assigned
- May respond to questions from providers, auditors, or other individuals regarding the stipend payments

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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- Under the guidance of the Child Care Services Director, may directly interact with funding source representatives and/or auditors, including acting as the primary point of contact for the DHHS CalWorks program and related activities
- Using correct English grammar and punctuation, maintains notes in a database
- Demonstrates positive communication skills both verbally and in writing
- Maintains familiarity with current agency policies and procedures and current state funding terms and conditions, management bulletins, and advisories
- Complies with agency policies and procedures
- Supports the implementation of Early Head Start Performance Standards and all regulations concerning subsidized child care programs
- Assists in the preparation of monitoring reviews
- Maintains confidentiality regarding any information about child care providers, families, and others encountered in the course of the work
- Assists with special projects as assigned

### **Qualifications**

- Ability to use a personal computer for extended periods of time
- Proficiency in using Excel Spreadsheets
- Ability to efficiently use other Microsoft Office programs
- Ability to effectively use CALware, ChildPlus, and other databases as required by agency's programs and contracts
- Must use correct English grammar, spelling, punctuation
- Ability to use business arithmetic
- Ability to occasionally work a varied schedule, including weekends, evenings, and early mornings
- Must be able to see and hear within normal ranges with or without correction
- Ability to use and transport portable equipment
- Possession of a valid California driver's license, current automobile insurance, a vehicle for work and a driving record consistent with agency insurance carrier requirements
- Must be able to provide proof of COVID-19 vaccination by hire date.

### **Education and Experience**

Five years' experience in an office setting which includes data entry, applying complex rules and regulations, experience in monitoring the accuracy of hard copy and electronic files and documentation. Experience in managing data subject to external audit or government requirements is desirable. Some college level coursework in mathematics, logic, data analysis, computer science or related field.