



# Careers

## Policy and Procedure Analyst

Department: AP Fiscal

Location: Bonita

**Basic Function:** Under general supervision, the Policy & Procedure Analyst performs program functions to support, maintain, and communicate policies and procedures to meet compliance and quality standards. The Policy & Procedure Analyst coordinates and handles assignments and activities under the direction of the AP Fiscal Manager.

**Minimum Qualifications:** Associate's degree in business preferred and one to two years related experience training, and/or education, training and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Must have a solid understanding of CDA's goals, objectives, vision, mission, and values. Intermediate to advanced knowledge to be able to identify, analyze, and interpret rules and regulations, policies and procedures, or any other regulatory directive.

Must demonstrate the ability to work independently; able to respond effectively to a variety of questions of varying degrees of knowledge; must be able to speak, read, and write English clearly and succinctly using proper punctuation and grammar; strong editing skills.

Must be organized, able to prioritize; work under pressure and meet strict deadlines; must be able to respond to rapid changes in priority; strong attention to detail; must have critical thinking skills to examine and evaluate the program operations, systems, and procedures.

Must possess strong Windows/Outlook, Adobe, Visio, data entry and word processing knowledge. Knowledge of California Department of Education Child Care Division rules and regulations.

### **Essential Duties and Responsibilities:**

1. Assist in planning and coordinating the development, implementation, and execution of policies and procedures, and special projects to achieve program goals and objectives.
2. Provide technical guidance and support to uphold an understanding of CDA quality standards, business rules, policies and procedures, and state rules and regulations; provide day-to-day problem-solving as necessary and related to AP Fiscal needs and issues; communicate with the reports/system team as required.
3. Review, compose, draft, and edit forms, documents, training materials and manuals, etc., to maintain a standardized documents system; arrange for translation of documents; format and finalize documents received back from translations as needed.
4. Contribute to the development of policies and procedures by participating in discussion, development, and presentation of department trainings; working collaboratively with other staff and departments; assist in updating and maintaining policies and procedures to comply with CDA guidelines, business rules, policies and procedures, and state rules and regulations; remain abreast of changes to ensure compliance at all times.
5. Track and examine management bulletins, other regulatory communications, business rules, guidelines to remain abreast of changes affecting AP Fiscal; prepare initial draft or revision to policies and procedures in response to new directives.
6. Prepare communications to update staff; maintain the intranet and internet current with relevant information.
7. Maintain history of documents; conduct one-on-one or group.

8. Assist in the planning, coordination, and testing of program software; troubleshoot; may serve as software Subject Matter Expert (SME) for the department; prepare a review and analysis of software program testing results; collect and compile recommendations for improvement and to maintain compliance; assist in composing training material which may include written release notes and/or videos; train staff on new software features as necessary.
9. Assist in scheduling and participating in various meetings and training events in compliance with department needs; may represent CDA at community events and/or functions as assigned.
10. Contribute to team effectiveness and success by completing various other assignments, projects, reports, as needed.

**Additional Duties and Responsibilities:**

1. Participates in agency audits (GAU), annual state fiscal audits, and quality reviews to ensure accuracy and compliance with state regulations and CDA policies and procedures.
2. Serves as a role model to create a culture that is sensitive to the diverse socio-economic, cultural, and linguistic needs of families CDA serves.
3. Participates in on-site and off-site learning opportunities such as workshops, conferences, staff meetings and trainings.
4. May assist with purchasing of business supplies and equipment according to established procurement procedures; organize storage rooms and maintain inventory.

**Work Schedule:** Full-time, 40 hours per week, Monday- Friday 8:30 AM to 5:00 PM

**Salary:** \$23.15 per hour; Non-Exempt

**Benefits:** Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

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