



## A. Problem Statement

The Early Childhood Policy Council (ECPC) was established in law under the Child Care and Development Services Act, [California Welfare and Institutions Code \(WIC\) section 10320](#) to advise the Governor, Legislature, and the California Department of Social Services (CDSS) on statewide early learning and care policy, including the planning for and the implementation and evaluation of the State's [Master Plan for Early Learning and Care](#) (Master Plan) and the [2019 California Assembly Blue Ribbon Commission on Early Childhood Education Final Report](#). The ECPC is also federally mandated in the [Code of Federal Regulations \(CFR\) section 98.15\(b\)](#). [Assembly Bill \(AB\) 563](#) (Ch. 268, Stats. 2025) adds and enhances ECPC responsibilities, which will require additional funding and staff to achieve. [AB 563](#) requires the ECPC to include the following additional details in its annual report to the Legislature: the successes, challenges, and gaps in the state's childhood education systems and recommendations to facilitate advancing the state's vision for children, families, and communities. The bill also requires the ECPC to develop policy proposals and budget requests directly for the Legislature to consider related to child care facility needs, workforce needs, and family access. Currently the California Department of Social Services (CDSS) do not have the resources to support the additional work required by this bill.

### **Workload History** *(only include workload measures relevant to the request for resources.)*

<b>Workload Measure</b>	<b>PY - 4</b>	<b>PY - 3</b>	<b>PY - 2</b>	<b>PY - 1</b>	<b>PY</b>	<b>CY</b>
Annual Reports to Legislature	1	1	1	1	1	1
Meetings of ECPC per year	4	4	4	4	4	4
Policy proposals and budget requests submitted directly to Legislature by ECPC	0	0	0	0	0	0

## B. Justification

The California Department of Social Services (CDSS) requires resources to carry out the additional requirements of AB 563. Funding for the equivalent of one (1.0) Analyst II is needed to support the Early Childhood Policy Council (ECPC) and conduct the additional work required by the provisions of the bill. The Child Care and Development Division (CCDD) of the CDSS recognizes the need to develop capacity to streamline the work associated with the various policy briefs, reports, recommendations, factsheets, and other documents from advocates or workgroups connected to ECPC to analyze policy trends and developments and their impact on child care. To inform decision making by the State, the requested position will track, analyze, evaluate, and report on trends and implications based on available research and data, including state and federal legislation and regulations. The position will also be responsible for establishing and managing the contract workload that includes budgets, reports, and proposals. The position will be housed in the CCDD Preschool Development Grant Unit, which provides administrative in-kind support for the ECPC.

The State will not be able to meet the requirements of [AB 563](#) if the requested funds and position are not approved. This could result in a gap in information reporting regarding early childhood education (ECE) opportunities and needs, to the Legislature as it continues to evaluate policy changes and developments. Policy and budget recommendations from the ECPC are critical to the State effectively enacting policies and programs that will address concerns and serve the needs of California's youngest learners, their families, and the workforce that supports them.

### 1.0 Analyst II Equivalent

Funding for the position equivalent will be used to conduct work associated with supporting the ECPC and associated workgroups (Workforce Advisory Committee and the Parent Advisory Committee) required by legislation. Duties include but are not limited to drafting, preparing, and reviewing documents pertaining to internal and external communications, annual reports, gathering data presentation materials, meeting with subject matter experts, and collaborating with partners. The staff member in this position will be responsible for analyzing current state and federal requirements for ECPC including, but not limited to, laws, regulations, and current monitoring protocols. Additionally, the Analyst II will review and process ECPC invoices, travel documents, and staff change forms, participate in ECPC partner meetings and webinars, review coordination of travel for ECPC council and committee members, and process stipend/reimbursement requests. Other responsibilities will include tracking meeting announcements and other pertinent information on ECPC interest holders and reviewing ECPC meeting summaries and making them accessible to the Council webpage. Furthermore, the Analyst II will be responsible for managing and maintaining the ECPC inbox and website as needed to fulfill the mandates of [Welfare and Institutions Code section 10320](#) and [AB 563](#).

## C. Departmentwide and Statewide Considerations

The Governor and Legislature have prioritized underserved children and families, including the most vulnerable children and families in rural areas, through the development of the [Master Plan for Early Learning and Care](#). The Master Plan goals include unifying and strengthening child care and development programs and services, enhancing educator competencies, providing equitable access to child care and development programs, streamlining the governance and administration of child care and development programs and services, and creating an integrated data system. The ECPC elevates the needs of young children and their families, providing guidance and recommendations to meet the mission and goals of the Master Plan. The ECPC provides a means for partnerships and engagement in the early learning and care community to advance California's policies, priorities, and programs for the

betterment of all the children and families in the State, particularly those who are most vulnerable. Assessments and recommendations that derive from ECPC engagement are critical to helping the Legislature develop and shape ECE policy that will effectively serve the state's children, families, and the ECE workforce.

**D. Outcomes and Accountability**

The State's designated staff member for ECPC would ensure Welfare and Institutions Code section 10320 and AB 563 required deliverables are completed. This position would catalog and report the successes, challenges, and gaps in the State's early childhood education systems as determined by the ECPC. The Analyst II would assist in the submission of the annual report, create and maintain the ECPC budget and track expenses, and assist in creating and managing contracts including ECPC Partner contracts.

**Projected Outcomes**

<b>Workload Measure</b>	<b>CY</b>	<b>BY</b>	<b>BY+1</b>	<b>BY+2</b>	<b>BY+3</b>	<b>BY+4</b>
Annual Reports to the Legislature	1	1	1	1	1	1
Meetings of ECPC per year	4	4	4	4	4	4
Policy proposals and budget requests submitted directly to Legislature by ECPC	0	TBD	TBD	TBD	TBD	TBD

**E. Implementation Plan**

The ECPC will complete the following tasks:

1. Prepare a formal public annual report on the work of the council that includes, at a minimum, the successes, challenges, and gaps in the state's early childhood education systems and recommendations to facilitate advancing the state's vision for children, families, and communities.
  - a. The council shall annually submit the report to the appropriate fiscal and policy committees of the Legislature in compliance with [Section 9795 of the Government Code](#).

Develop policy proposals and budget requests for the Legislature to consider related to facility needs, workforce needs, and family access.

**F. Supplemental Information (If Applicable)**

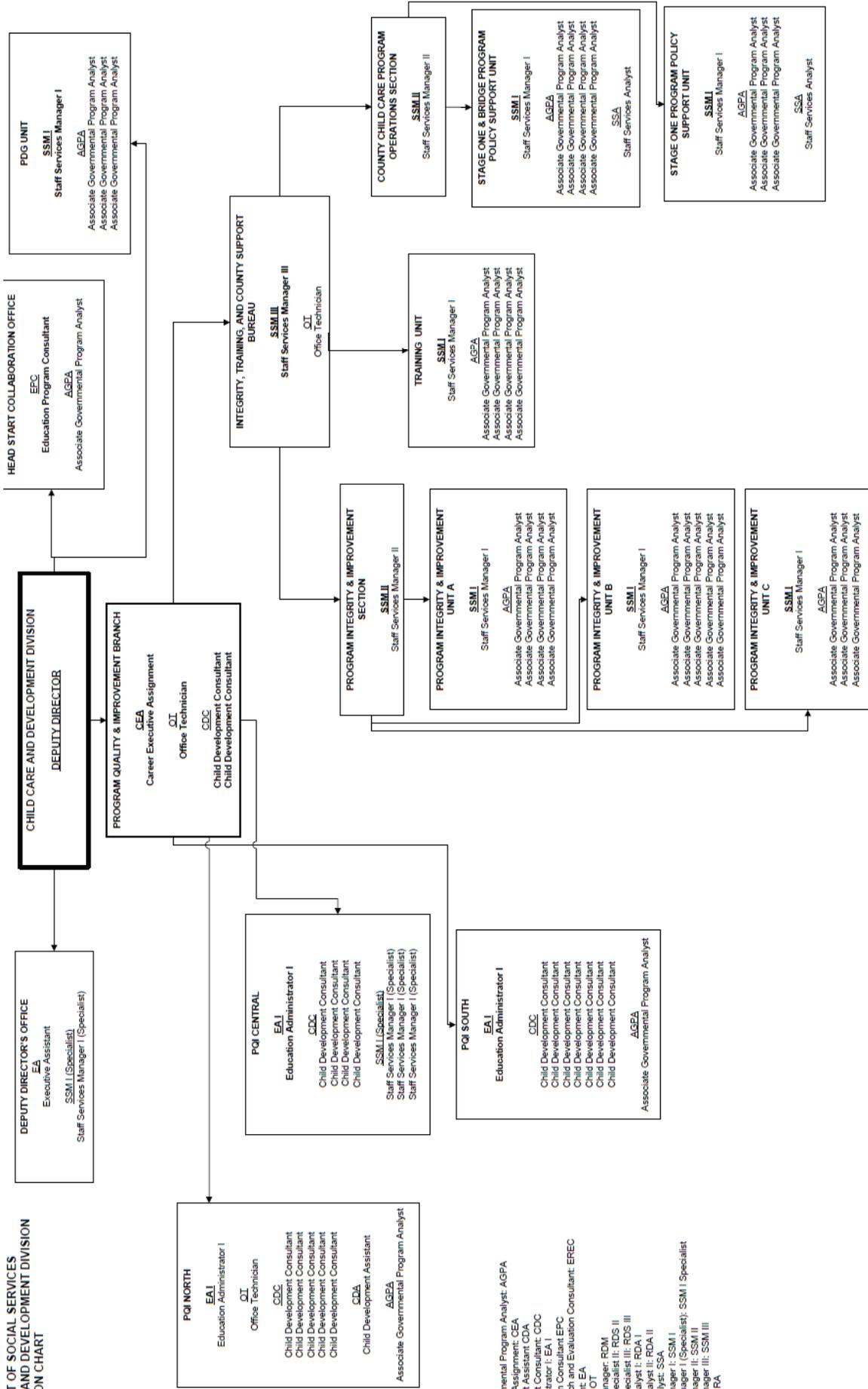
**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
CHILD CARE AND DEVELOPMENT DIVISION (CCDD)  
PRESCHOOL DEVELOPMENT GRANT UNIT (PDG)  
1.0 ANALYST II POSITION EQUIVALENT**

<b>Task ID #</b>	<b>Activity/Task Name Description</b>	<b>Units</b>	<b>Hours</b>	<b>Basis for Workload</b>	<b>Total Hours</b>	<b>Staff Requested</b>
100	Assist in submission of reports including Early Childhood Policy Council (ECPC) reports	10	8	Current workload	80	1.0 Analyst II
101	Assist in submission budget revisions for Early Childhood Policy Council (ECPC)	2	40	Current workload	80	1.0 Analyst II
102	Create and maintain ECPC Budget and track expenses	13	6	Current workload	78	1.0 Analyst II
103	Assist in creating and amending contracts including ECPC contracts and receive Fund Shift Requests	3	20	Current workload	60	1.0 Analyst II
104	Review and process ECPC invoices, travel documents, and staff change forms	30	3	Current workload	90	1.0 Analyst II
105	Participate in ECPC and associated meetings and webinars	21	4	Current workload	84	1.0 Analyst II
106	Review coordination of travel for ECPC council and committee members and review stipend/reimbursement requests	6	4	Current workload	24	1.0 Analyst II
107	Track meeting announcements and other pertinent information on ECPC interest holders	14	4	Current workload	56	1.0 Analyst II

108	Review ECPC meeting summaries and receive approval for posting Council webpage	14	8	Current workload	112	1.0 Analyst II
109	Create and edit ADA compliant documents	8	50	Current workload	400	1.0 Analyst II
110	Manage and maintain ECPC inbox and website	50	3	Current workload	150	1.0 Analyst II
111	Draft, prepare, and review documents pertaining to internal and external communications, annual reports, gathering data presentation materials meeting with subject matter experts.	8	50	Current workload	400	1.0 Analyst II
112	Collaborating with partners, analyzing current state and federal requirements	12	10	Current workload	120	1.0 Analyst II
113	Supporting workgroups required by legislation	6	7	Current workload	42	1.0 Analyst II
<b>Total</b>					<b>1776</b>	<b>1.0 Analyst II position equivalent</b>

**DEPARTMENT OF SOCIAL SERVICES  
CHILD CARE AND DEVELOPMENT DIVISION  
ORGANIZATION CHART**

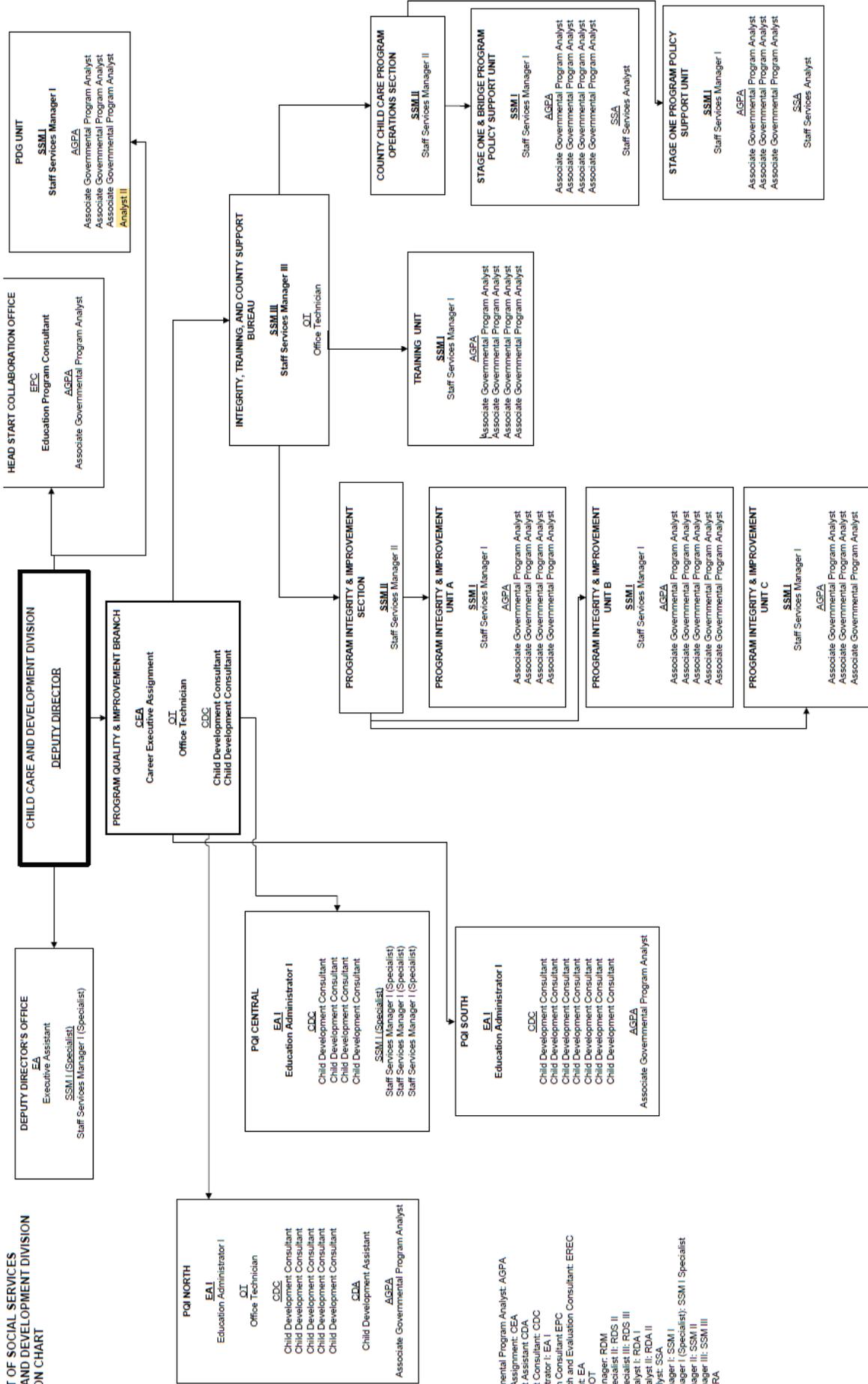
Current



- ACRONYMS**
- Associate Governmental Program Analyst: AGFA
  - Career Executive Assignment: CEA
  - Child Development Assistant: CDA
  - Child Development Consultant: CDC
  - Education Administrator I: EA I
  - Education Program Consultant: EPC
  - Education Research and Evaluation Consultant: EREC
  - Executive Assistant: EA
  - Office Technician: OT
  - Research Data Manager: RDM
  - Research Data Specialist I: RDS I
  - Research Data Specialist II: RDS II
  - Research Data Specialist III: RDS III
  - Research Data Analyst I: RDA I
  - Research Data Analyst II: RDA II
  - Staff Services Analyst: SSA
  - Staff Services Manager I: SSM I
  - Staff Services Manager I (Specialist): SSM I Specialist
  - Staff Services Manager II: SSM II
  - Staff Services Manager III: SSM III
  - Retired Annuitant: RA

**DEPARTMENT OF SOCIAL SERVICES  
CHILD CARE AND DEVELOPMENT DIVISION  
ORGANIZATION CHART**

**PROPOSED**



- ACRONYMS**
- Associate Governmental Program Analyst: AGPA
  - Career Executive Assignment: CEA
  - Child Development Assistant: CDA
  - Child Development Consultant: CDC
  - Education Administrator I: EA I
  - Education Program Consultant: EPC
  - Education Research and Evaluation Consultant: EREC
  - Executive Assistant: EA
  - Office Technician: OT
  - Research Data Manager: RDM
  - Research Data Specialist II: RDS II
  - Research Data Specialist III: RDS III
  - Research Data Analyst I: RDA I
  - Research Data Analyst II: RDA II
  - Staff Services Analyst: SSA
  - Staff Services Manager I: SSM I
  - Staff Services Manager I (Specialist): SSM I Specialist
  - Staff Services Manager II: SSM II
  - Staff Services Manager III: SSM III
  - Retired Annuitant: RA

# BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Early Childhood Policy Council (AB 563)

BR Name: 5180-054-BCP-2026-GB

Budget Request Summary

## Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Salaries and Wages Earnings - Permanent	0	81	81	81	81	81
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$81</b>	<b>\$81</b>	<b>\$81</b>	<b>\$81</b>	<b>\$81</b>
Total Staff Benefits	0	56	56	56	56	56
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$137</b>	<b>\$137</b>	<b>\$137</b>	<b>\$137</b>	<b>\$137</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5301 - General Expense	0	7	3	3	3	3
5302 - Printing	0	1	1	1	1	1
5304 - Communications	0	2	2	2	2	2
5306 - Postage	0	1	1	1	1	1
5320 - Travel: In-State	0	3	3	3	3	3
5322 - Training	0	2	2	2	2	2
5324 - Facilities Operation	0	9	9	9	9	9
5326 - Utilities	0	1	1	1	1	1
5344 - Consolidated Data Centers	0	12	12	12	12	12
5346 - Information Technology	0	9	9	9	9	9
539X - Other	0	1	1	1	1	1
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$48</b>	<b>\$44</b>	<b>\$44</b>	<b>\$44</b>	<b>\$44</b>

**Total Budget Request**

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$185</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>

**Fund Summary**

**Fund Source**

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0001 - General Fund	0	185	181	181	181	181
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$185</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$185</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>

**Program Summary**

**Program Funding**

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4270020 - Child Care	0	185	181	181	181	181
<b>Total All Programs</b>	<b>\$0</b>	<b>\$185</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>	<b>\$181</b>

## Personal Services Details

### Staff Benefits

Staff Benefits	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5150150 - Dental Insurance	0	1	1	1	1	1
5150200 - Disability Leave - Industrial	0	1	1	1	1	1
5150350 - Health Insurance	0	8	8	8	8	8
5150400 - Life Insurance	0	1	1	1	1	1
5150450 - Medicare Taxation	0	2	2	2	2	2
5150500 - OASDI	0	6	6	6	6	6
5150630 - Retirement - Public Employees - Miscellaneous	0	26	26	26	26	26
5150750 - Vision Care	0	1	1	1	1	1
5150800 - Workers' Compensation	0	1	1	1	1	1
5150900 - Staff Benefits - Other	0	9	9	9	9	9
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>

### Total Personal Services

Total Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>	<b>\$56</b>

**STATE OF CALIFORNIA**  
**Budget Change Proposal - Cover Sheet**  
 DF-46 (REV 03/25)

<b>Fiscal Year</b> 2026-27	<b>Business Unit Number</b> 5180	<b>Department</b> California Department of Social Services
<b>Hyperion Budget Request Name</b> 5180-086-BCP-2026-GB		<b>Relevant Program or Subprogram</b> 4275 – Children and Adult Services and Licensing

**Budget Request Title**  
 Child Care Centers in Multifamily Housing (AB 752)

**Budget Request Summary**

The California Department of Social Services (CDSS) requests \$750,000 General Fund in fiscal year 2026-27 and \$733,000 in 2027-28 for the equivalent of 4.0 positions for two years, to process initial applications of centers and relocating centers to co-located multifamily unit housing and handle the increase in complaints and calls due to the implementation of Assembly Bill (AB) 752 (Chapter 164, Statutes of 2025).

<b>Requires Legislation (submit required legislation with the BCP)</b> <input type="checkbox"/> Trailer Bill Language <input type="checkbox"/> Budget Bill Language <input checked="" type="checkbox"/> N/A	<b>Code Section(s) to be Added/Amended/Repealed</b> N/A
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<b>Does this BCP contain information technology (IT) components?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	<b>Department CIO</b> N/A	<b>Date</b> N/A
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**For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), the approval date, and the total project cost.**

**Project No.** N/A **Approval Date:** N/A  
**Project Approval Document:** N/A **Total Project Cost:** N/A

**If proposal affects another department, does other department concur with proposal?**  Yes  No  
*Attach comments of affected department, signed and dated by the department director or designee.*

<b>Prepared By</b> Andrea S. Pittman	<b>Date</b> 1/9/2026	<b>Reviewed By</b> Christina Rico	<b>Date</b> 1/9/2026
<b>Department Director</b> Jennifer Troia	<b>Date</b> 1/9/2026	<b>Agency Secretary</b> K Jones for Kim Johnson	<b>Date</b> 1/9/2026

**Department of Finance Use Only**

**Additional Review:**  Capital Outlay  ITCU  FSCU  OSAE  Dept. of Technology

<b>Principal Program Budget Analyst</b> Tamar Weber	<b>Date submitted to the Legislature</b> 1/9/2026
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## A. Problem Statement

AB 752 allows child care centers that are co-located within multifamily housing to be considered a residential use of property for local jurisdictions and ordinances and exempts child care centers that are co-located in multifamily housing from provisions within the California Environmental Quality Act (CEQA). These facilities will not be required to pay jurisdictional charges, taxes, fees for a business license, equivalent instruments, or permits for the privilege of operating a child care; however, adherence to local environmental requirements would still be required as long as they apply to similar residential use of property in multifamily housing.

There is an increasing need in the state for affordable child care services and not enough availability in existing and potentially licensed child care facilities to meet that need. There have also been barriers such as environmental protection requirements, jurisdictional charges and ordinances, and commercial costs that were prohibitive in establishing new child care facilities. There is a shortage of affordable child care, and many communities where child care is severely limited or unavailable. According to the author of AB 752, child care providers and multifamily housing developers cite restrictive, burdensome, and expensive zoning requirements as critical barriers to establishing new child care facilities. Additionally, some local jurisdictions have permit requirements including extra documentation or studies, higher fees, or infrastructure improvements that increase costs and create additional barriers to establishing child care facilities.

After the implementation of AB 752, the California Department of Social Services (CDSS) Child Care Licensing Program (CCLP) is expecting an increase in applications for child care centers seeking to establish or relocate to co-located multifamily housing.

### Background/Existing Law:

Health and Safety Code Section 1596.76 defines daycare centers (child care centers) as a child day care facility other than a family day care home, and includes infant centers, preschools, extended day care facilities, school-age child care centers, and includes child care centers licensed under a single license caring for various age components. Child care centers are usually situated in commercial settings, whereas family daycare homes are situated in residential settings.

Health and Safety Code Section 1596.78(d), includes in the definition for family daycare homes, a small family daycare home or large family daycare home includes a detached single-family dwelling, a townhouse, a dwelling unit within a dwelling, or a dwelling unit within a covered multifamily dwelling in which local jurisdictions and ordinances allow for residential uses. A family child care home must be located where the provider resides and includes a dwelling or a dwelling unit that is rented, leased, or owned.

The Legislature passed [SB 234](#) which allows family child care homes to be subject to the same requirements as other residences. AB 752 similarly reduces historical barriers and includes exemptions for child care centers located in multifamily housing. Based on similar expansions under SB 234, it is anticipated that there will be a 5–15% increase in child care center applications over the next 2–3 years. That translates to anywhere between 400–1,200 new center applications statewide, depending on outreach, funding, and local support.

**Community Care Licensing - Child Care Program Resource History**  
(Dollars in thousands)

<b>Program Budget</b>	<b>PY - 3</b>	<b>PY - 2</b>	<b>PY-1</b>	<b>PY</b>	<b>CY</b>
Authorized Positions	559.9	558.0	559.0	567.0	571.0
Filled Positions	490.0	482.0	481.6	532.0	536.0
Vacancies	69.9	76.0	77.4	35.0	35.0

**Workload History** (only include workload measures relevant to the request for resources.)

<b>Workload Measure</b>	<b>PY – 3, FY 21-22</b>	<b>PY – 2, FY 22-23</b>	<b>PY-1, FY 23-24</b>	<b>PY, FY 24- 25</b>	<b>CY FY 25- 26</b>
New Center Applications Received	860	842	856	870	N/A

**B. Justification** (Summarize how the requested resources will address the problem outlined in the Problem Statement Section. Provide justification for any requested contracting resources.)

AB 752 adds Section 1597.22 to the Health and Safety Code (HSC), removing historical barriers for child care centers co-located in multifamily housing, which is expected to greatly reduce costs. This bill does not relieve a child care center from complying with all requirements under the California Building Standards Code, the California Fire Code, and other state laws, including Licensing requirements. It is projected that there will be an increase in the number of applications for child care centers wanting to establish child care centers at these co-located sites, and multifamily housing unit developers wanting to develop these types of co-located child care centers to take advantage of the savings and less restrictive building ordinances and environmental restrictions. The population greatly benefiting from this bill are the families and children needing affordable and local child care.

The CCLP requests funding for the equivalent of two Centralized Applications Bureau (CAB) Licensing Program Analysts (LPAs) for two years to process the anticipated rise in applications for the child care centers co-located in multifamily residential sites to provide outreach and technical assistance to the co-located child care centers, conducting site visits, consulting and providing feedback in determining if these child care facilities meet licensing standards, and interfacing with multifamily housing unit developers in their design and build processes. Additionally, the CCLP requests funding for the equivalent of one Licensing Program Manager (LPM) for two years to oversee the CAB LPAs, to help ensure effective application processing and finalizing approvals for these collocated facilities.

The Centralized Complaint and Information Bureau (CCIB) will likely see an increase in complaints associated with an increase in facilities once they are licensed and established in co-located multifamily housing zones in residential areas. The increase in workload is not absorbable and the CCIB requests funding for the equivalent of one Analyst II for two years to handle the expected influx of complaints and inquiries associated with these facilities.

### **C. Departmentwide and Statewide Considerations**

The mission of the California Department of Social Services (CDSS) is to serve, protect, and support the people of California experiencing need in ways that empower well-being. Similarly, the mission of CCLD complements CDSS's mission by promoting the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system. AB 752 aligns with the mission and vision of the Department by increasing opportunities for additional child care centers to expand into multifamily housing and promoting the establishment of child care centers by developers while meeting licensing and local requirements and thereby creating equitable, safe, and increased access to child care.

### **D. Outcomes and Accountability**

With the implementation of AB 752, the CCLP will need to fulfill the provisions outlined in the bill. The expected outcomes include the ability of the two CAB LPAs to process the incoming applications from co-located child care centers and provide technical assistance in a timely manner to both applicants, developers, and other inquiries. The LPM will be able to ensure the approval of the applications and monitor the work of the CAB LPAs that licensing policy and regulations are being followed in processing the applications. The CCLP will be able to track metrics for the number and time required to complete applications processed for co-located child care centers, the number of complaints and inquiries reported associated to co-located child care centers, the number of inquiries received and processed by staff for technical assistance from the field, and the change in the capacity of children served over time for accountability purposes and determine the improvements in the system. Once approved, CCLP will begin hiring for all four positions as quickly as possible once funding is allocated in July 2026.

While CDSS ramps up hiring to support the anticipated increase of applications the Department is preparing for early implementation activities, including issuing a Provider Information Notice (PIN) to inform applicants and licensees of the new requirements under AB 752, the timing of funding approvals will affect our operational readiness.

**Projected Outcomes**

<b>Workload Measure</b>	<b>CY</b>	<b>BY</b>	<b>BY+1</b>	<b>BY+2</b>	<b>BY+3</b>	<b>BY+4</b>
Partner and Stakeholder Meetings,	N/A	Meet with the Regional Manager on a regular basis. Receive and respond to telephone calls from the public.	Provide technical assistance to staff. Monitor trends, workload fluctuations and backlogs, and propose and implement corrective actions	Provide technical assistance to staff. Monitor trends, workload fluctuations and backlogs, and propose and implement corrective actions	Continued technical assistance and data monitoring.	Continued technical assistance and data monitoring.
Procedures and Guidelines	NA	Research trends in application processing for child care licensees and work to address any areas of concerns.	Ensures procedures and guidelines for application processing and field visits are being met, related to co-located facilities. Monitor influx related to co-located legislation.	Continued guidance and technical assistance.	Continued guidance and technical assistance.	Continued guidance and technical assistance
New Center Applications to process, conduct site visits, and provide technical assistance	NA	Based on similar expansions under SB 234, it is anticipated that there will be a 10% increase in child care center applications, around 990 new center applications statewide.	Based on similar expansions under SB 234, it is anticipated that there will be a 10% increase in child care center applications, around 1100 new center applications statewide.	Continued application processing and site visits, processing increased number of applications	Continued application processing and site visits, processing increased number of applications	Continued application processing and site visits, processing increased number of applications

## **E. Implementation Plan**

Per AB 752, beginning January 1, 2026, child care centers that are co-located within multifamily housing will be considered a residential use of property for local jurisdictions and ordinances, which will require prompt recruitment for the requested positions for the Department to have the ability to meet their responsibilities by the bill's effective date. The CAB LPAs will need to be recruited quickly to process incoming applications for co-located sites, conduct site visits for evaluating the facilities to ensure they meet licensing standards, and to provide technical assistance to applicants, developers, and other stakeholders.

The Analyst II position in the CCIB Division will also need prompt recruitment and training to handle the expected increase in concerns, inquiries, and complaints arising from the establishment and development of the co-located child care centers.

## **F. Supplemental Information (If Applicable) None**





DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
CENTRALIZED APPLICATIONS BUREAU  
September 2025

APPROVED:

Lya Johnson, Program Administrator

**FY 2025-2026**  
**AB 752 Child Care Centers Co-Located**  
**Zoning**  
**PROPOSED**

CHILD CARE  
CENTRALIZED APPLICATIONS BUREAU  
Licensing Program Manager II  
Office Technician (Typing)

CENTRALIZED APPLICATIONS BUREAU  
Licensing Program Manager I  
Licensing Program Analyst  
Licensing Program Analyst

CENTRALIZED APPLICATIONS BUREAU  
Licensing Program Manager I  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst

CENTRALIZED APPLICATIONS BUREAU  
Licensing Program Manager I  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst

CENTRALIZED APPLICATIONS BUREAU  
**Licensing Program Manager I (1)**  
Licensing Program Analyst  
Licensing Program Analyst  
Licensing Program Analyst  
**Licensing Program Analyst (1)**  
**Licensing Program Analyst (1)**

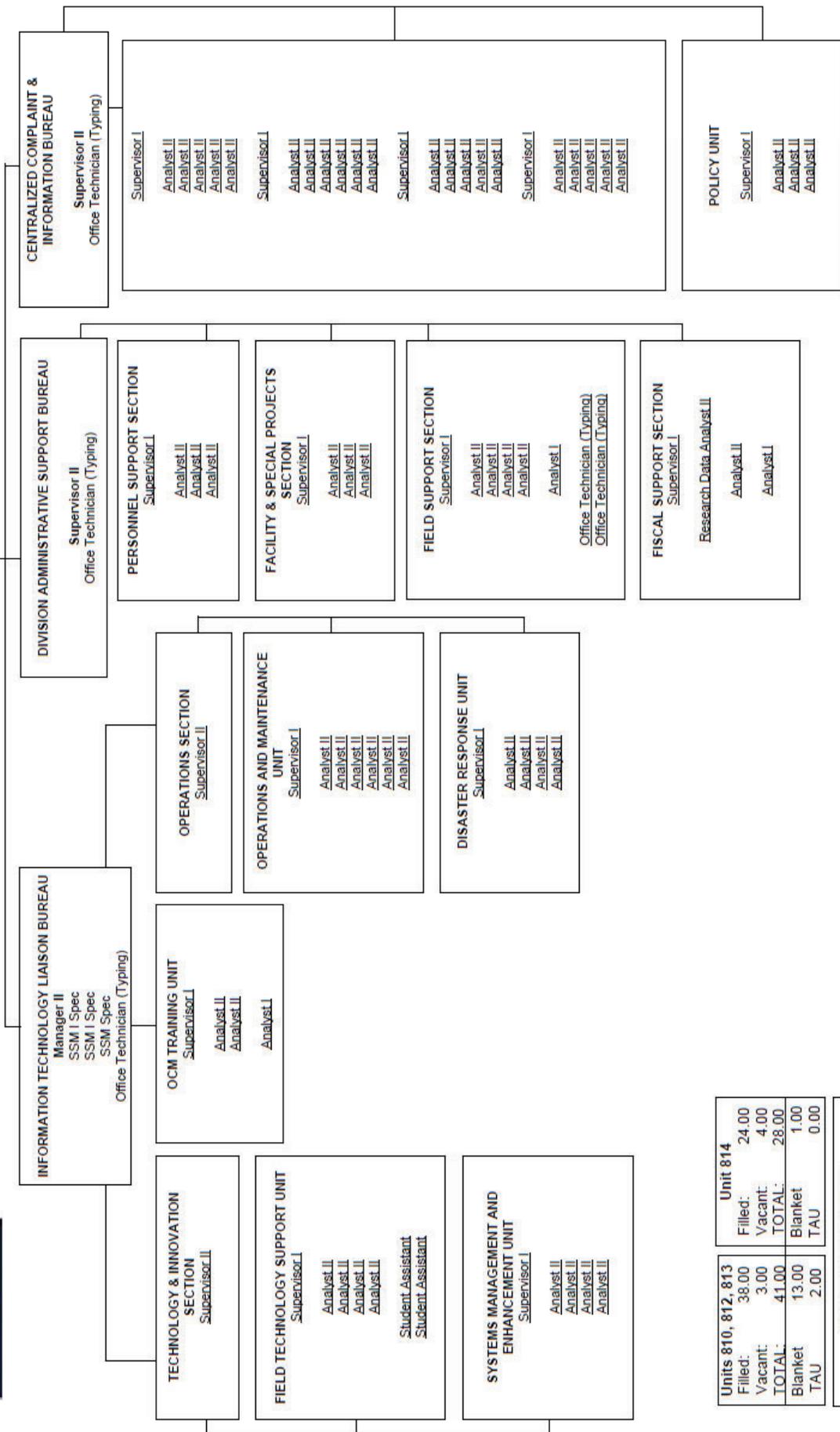
Footnotes  
1. AB 752



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
ORGANIZATION CHART DECEMBER 2025**

**CENTRAL OPERATIONS BRANCH  
CEA**

**CURRENT**



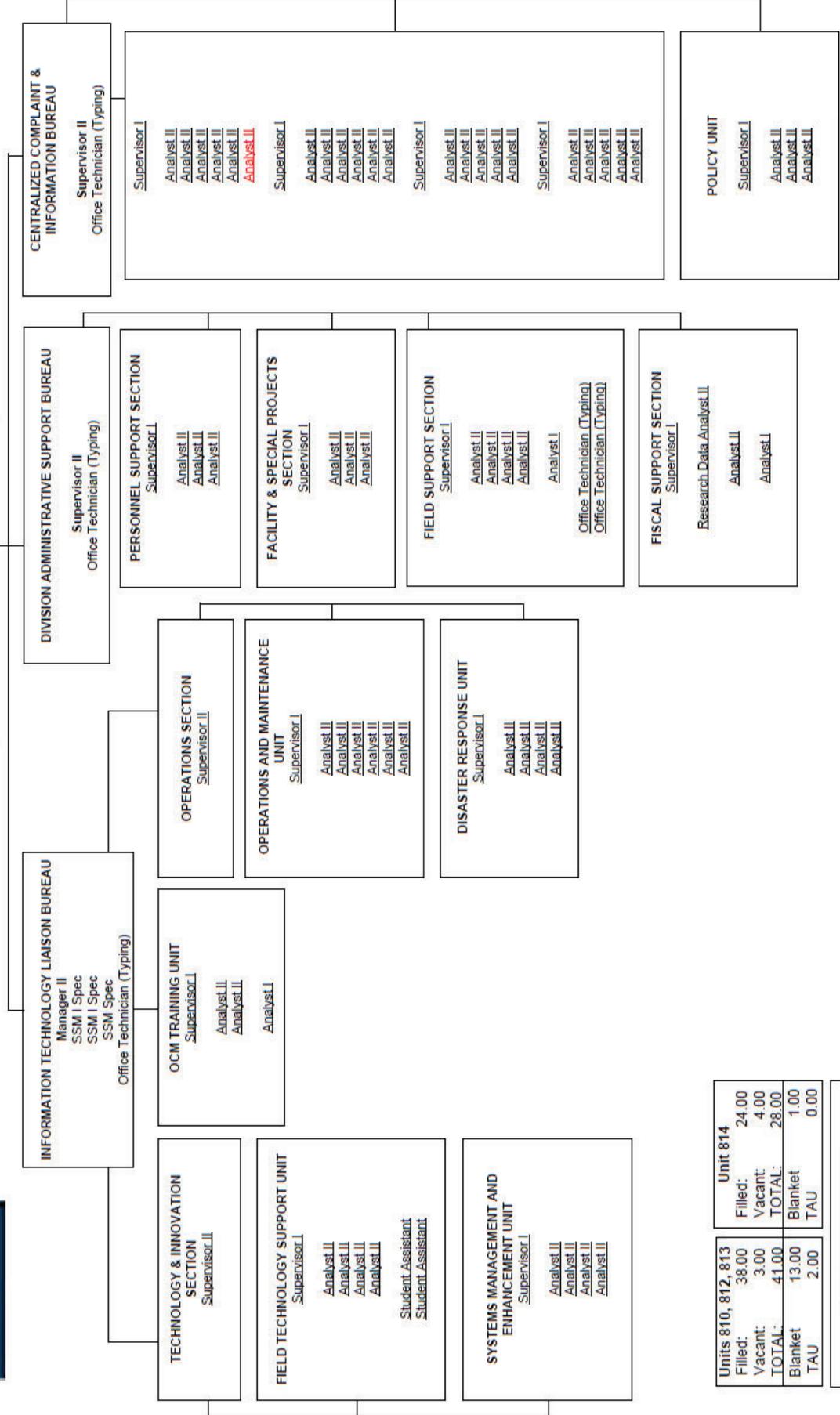
<b>Units 810, 812, 813</b>		<b>Unit 814</b>	
Filled:	38.00	Filled:	24.00
Vacant:	3.00	Vacant:	4.00
<b>TOTAL:</b>	<b>41.00</b>	<b>TOTAL:</b>	<b>28.00</b>
Blanket	13.00	Blanket	1.00
TAU	2.00	TAU	0.00
<b>COB is 810,812,813,814</b>			
<b>POSITION COUNT</b>			
AUTHORIZED FILLED		62.00	
AUTHORIZED VACANT		7.00	
<b>AUTHORIZED TOTAL</b>		<b>69.00</b>	



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
ORGANIZATION CHART DECEMBER 2025**

**CENTRAL OPERATIONS BRANCH  
CEA**

**PROPOSED**



<b>Units 810, 812, 813</b>	<b>Unit 814</b>
Filled: 38.00	Filled: 24.00
Vacant: 3.00	Vacant: 4.00
<b>TOTAL: 41.00</b>	<b>TOTAL: 28.00</b>
Blanket: 13.00	Blanket: 1.00
TAU: 2.00	TAU: 0.00

<b>COB is 810,812,813,814</b>	
<b>POSITION COUNT</b>	
AUTHORIZED FILLED	62.00
AUTHORIZED VACANT	7.00
<b>AUTHORIZED TOTAL</b>	<b>69.00</b>

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
CHILD CARE PROGRAM OFFICE  
1.0 LICENSING PROGRAM MANAGER I**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORK-LOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF BEING REQUESTED</b>
<b>100</b>	Directly supervises one to five Licensing Program Analysts in CAB unit. Supervises the workload assignments and staff assigned to a geographical area or program and ensures staff meets quality and quantity standards. Performs Quality Assurance reviews by analyzing and monitoring actions of assigned staff, makes site visits in response to complaints, disagreements or appeals, and plans and conducts individual and group in-service trainings to explain new procedures, regulations, and policies. Conducts regular staff meetings.	12	52	Based on current workload experience	<b>624</b>	LPM I
<b>101</b>	Provides technical assistance and managerial direction to staff. Reviews monthly reports from staff and analyzes reports. Monitors trends, workload fluctuations and backlogs, and proposes and implements corrective actions. The CAB LPMs will need to work with LPAs to be able to process applications for collocated sites, conduct site visits for evaluating the facilities against licensing standards, and provide technical assistance to applicants, developers, and other stakeholders.	12	50	Based on current workload experience	<b>600</b>	LPM I
<b>102</b>	Ensures the delivery of licensing services to licensees, applicants, and the general public which includes evaluating, licensing, and drives operational functions to ensure conformity with policies and procedures related to unmet CCDF requirements.	12	15	Based on current workload experience	<b>180</b>	LPM I

<b>103</b>	Meets with the Regional Manager on a regular basis. Receives and responds to telephone calls from the public.	12	15	Based on current workload experience	<b>180</b>	LPM I
<b>104</b>	Interviews new LPAs, handles issues dealing with staff relations, evaluates LPA performance and prepares Merit Salary Adjustments and other related personnel matters. Prepares Employee Development Appraisals and performance reports.	12	12	Based on current workload experience	<b>144</b>	LPM I
<b>105</b>	Meets with Division investigators, auditors, and attorneys. Provides technical guidance to LPAs in developing referrals to the Legal Division. Meets with facility operators , reviews civil penalty citations and recommends modification or enforcement action to the Regional Manager.	12	2	Based on current workload experience	<b>24</b>	LPM I
<b>106</b>	Attends staff meetings, makes presentations, prepares special reports, completes special assignments, travels to other offices, and Youth Camps and develops office procedures.	12	2	Based on current workload experience	<b>24</b>	LPM I
				<b>TOTAL</b>	<b>1776</b>	<b>1.0 LPM I</b> Position Equivalent

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
CHILD CARE PROGRAM OFFICE  
2.0 LICENSING PROGRAM ANALYST**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORK-LOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF BEING REQUESTED</b>
<b>100</b>	Field work, on-site inspections and collateral visits to community care facilities, including those located on collocated sites. This LPA will conduct site visits in assigned jurisdiction. Collateral visits to other agencies, police departments, etc.	12	104	Based on current workload experience	1248	LPA
<b>101</b>	Conducts or assists with orientations and provides licensing information to applicants. Reviews, evaluates and verifies licensing applications and supplemental information; prepares documented recommendation for approval or denial of each application. The CAB LPAs will need to be able to process applications for collocated sites, conduct site visits for evaluating the facilities against licensing standards, and provide technical assistance to applicants, developers, and other stakeholders.	12	70	Based on current workload experience	840	LPA
<b>102</b>	Analyzes policies and regulations; provides licensing information to public; enters field reports and updates information in licensing systems; analyzes exception and waiver requests and prepares documented recommendations for response; prepares correspondence. Participates in work groups; represents the regional office in outreach programs.	12	70	Based on current workload experience	840	LPA
<b>103</b>	Makes recommendations on appropriate administrative actions; prepares Statements of Facts; works with legal staff	12	30	Based on current workload experience	360	LPA

	of the Department, local district attorneys, and the Attorney General's Office; serves subpoenas, Temporary Restraining Orders, Temporary Suspension Orders; testifies at hearings and in court; and recommends terms of settlement agreements to management.	12	15	Based on current workload experience	180	LPA
<b>104</b>	Meets with the Licensing Program Manager on a regular basis. Receives and responds to calls from the public. Attends training sessions and/or one-on-one training. Assists in training other staff and providing consultation to other staff	12	10	Based on current workload experience	120	LPA
<b>105</b>	Attends staff meetings, makes presentations, prepares special reports, completes special assignments, travels to other offices.			<b>TOTAL</b>	<b>3588</b>	<b>2.0 LPA</b> Position Equivalents

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026 - 2027  
COMMUNITY CARE LICENSING DIVISION  
CENTRALIZED COMPLAINT AND INFORMATION BUREAU  
1.0 ANALYST II**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORK-LOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF BEING REQUESTED</b>
<b>100</b>	Review allegations from fax, email or USPS mail to verify that they are violations under the H & S Code and/or California Code of Regulations.	<b>350</b>	<b>0.5</b>	Based on past experience	<b>175</b>	<b>1.0 Analyst II</b>
<b>101</b>	Reply to emails requesting general information relating to laws, regulations, or chaptered legislation. Provide resources and information to requestor.	<b>275</b>	<b>0.5</b>	Based on past experience	<b>137.5</b>	<b>1.0 Analyst II</b>
<b>102</b>	Document the complaint. Locate correct Child Care database in FAS. Open an LIC 802 (Complaint Report) via FAS. Complete the front of the LIC 802 with all the identifying information regarding the complainant and enter the allegations with the most serious allegations first. Select the priority of the complaint and verify that the 10 day visit date is accurate. Enter all the detailed information regarding the allegations on the reverse side of the LIC 802. If additional space is needed open an LIC 812 to enter the additional complaint information. Verify that all of the information is included and that the document is complete and without errors.	<b>350</b>	<b>1.0</b>	Based on past experience	<b>350</b>	<b>1.0 Analyst II</b>
<b>103</b>	Check FAS to review history of facility. If identical complaint exists, open an LIC 812 to enter the additional complaint information. Document complainant information and supporting details. Verify that all of the information is included and that the document is complete and without errors.	<b>350</b>	<b>.75</b>	Based on past experience	<b>262.5</b>	<b>1.0 Analyst II</b>

<b>104</b>	Check to see if mandated cross reporting is required. If it is, complete the required SCAR. Review resources to determine which entity needs to be contacted via telephone to make the cross report. Call law enforcement or other required entity and report issue. Then, fax or email the report to the cross reporting contact. Obtain fax submission verification, if applicable.	<b>350</b>	<b>0.75</b>	Based on past experience	<b>262.5</b>	<b>1.0 Analyst II</b>
<b>105</b>	Prepare the complaint packet or LIC 812 for submission to the local Regional Office by printing LIC802/812 documents and attaching supplemental evidence (photos, emails, etc.). Identify the correct RO to receive the complaint packet and email to their CCIB complaint mailbox.	<b>400</b>	<b>0.5</b>	Based on past experience	<b>200</b>	<b>1.0 Analyst II</b>
<b>106</b>	Complaints regarding violations that are received via CCIB's Interactive Voice Response System (call center phone) are responded to by an SSA/AGPA who will obtain all the necessary identifying information from the caller. The SSA/AGPA will capture the intake information by note taking (either writing the information by hand, creating a word document or directly onto an LIC 802, depending on complexity of information provided by the caller).	<b>250</b>	<b>1.0</b>	Based on past experience	<b>250</b>	<b>1.0 Analyst II</b>
<b>107</b>	Participate in training on implementation of new laws/policies/regulations. This includes attending meetings, watching webinars, reviewing PINs/ROMs, and periodic reviews of the CCIB OneNote Notebook.	<b>37</b>	<b>1.0</b>	Based on past experience	<b>37</b>	<b>1.0 Analyst II</b>
<b>108</b>	Respond to general questions from callers regarding laws/regulations/facility status	<b>251</b>	<b>.5</b>	Based on past experience	<b>125.5</b>	<b>1.0 Analyst II</b>
				<b>TOTAL</b>	<b>1800</b>	<b>1.0 Analyst II</b> Position Equivalent

# BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Child Care Centers in Multifamily Housing (AB 752)

BR Name: 5180-086-BCP-2026-GB

Budget Request Summary

## Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Salaries and Wages	0	328	328	0	0	0
Earnings - Permanent						
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$328</b>	<b>\$328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total Staff Benefits	0	228	228	0	0	0
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$556</b>	<b>\$556</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5301 - General Expense	0	30	13	0	0	0
5302 - Printing	0	4	4	0	0	0
5304 - Communications	0	8	8	0	0	0
5306 - Postage	0	4	4	0	0	0
5320 - Travel: In-State	0	12	12	0	0	0
5322 - Training	0	8	8	0	0	0
5324 - Facilities Operation	0	36	36	0	0	0
5326 - Utilities	0	4	4	0	0	0
5344 - Consolidated Data Centers	0	48	48	0	0	0
5346 - Information Technology	0	36	36	0	0	0
539X - Other	0	4	4	0	0	0
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$194</b>	<b>\$177</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Total Budget Request

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Total Budget Request	\$0	\$750	\$733	\$0	\$0	\$0
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$750</b>	<b>\$733</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Fund Summary

### Fund Source

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0001 - General Fund	0	750	733	0	0	0
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$750</b>	<b>\$733</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$750</b>	<b>\$733</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Program Summary

### Program Funding

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4275019 - Children and Adult Services and Licensing	0	750	733	0	0	0
<b>Total All Programs</b>	<b>\$0</b>	<b>\$750</b>	<b>\$733</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Personal Services Details

### Salaries and Wages

Salaries and Wages	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5393 - Assoc Govtl Program Analyst (Eff. 07-01-2026)(LT 07-01-2028)	0	81	81	0	0	0
8222 - Lic Program Mgr I (Eff. 07-01-2026)(LT 07-01-2028)	0	97	97	0	0	0
8223 - Lic Program Analyst (Eff. 07-01-2026)(LT 07-01-2028)	0	150	151	0	0	0
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$328</b>	<b>\$329</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Staff Benefits

Staff Benefits	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5150150 - Dental Insurance	0	4	4	0	0	0
5150200 - Disability Leave - Industrial	0	4	4	0	0	0
5150350 - Health Insurance	0	34	34	0	0	0
5150400 - Life Insurance	0	4	4	0	0	0
5150450 - Medicare Taxation	0	8	8	0	0	0
5150500 - OASDI	0	23	23	0	0	0
5150630 - Retirement - Public Employees - Miscellaneous	0	105	105	0	0	0
5150750 - Vision Care	0	4	4	0	0	0
5150800 - Workers' Compensation	0	4	4	0	0	0
5150900 - Staff Benefits - Other	0	38	38	0	0	0
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$228</b>	<b>\$228</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Total Personal Services

Total Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$556</b>	<b>\$557</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## A. Problem Statement

Over the past four years, the California Department of Social Services (CDSS) Child Care and Development Division (CCDD) has experienced substantial growth in both state and federal funding, as well as staffing. However, several support divisions within the CDSS have not seen similar increases in staff and are currently operating at full capacity to meet the demands of the expanding CCDD. These divisions are struggling with ongoing staff shortages, which are compounded as CCDD continues to grow. Additionally, CCDD itself needs more resources to effectively process funding applications and handle suspension and expulsion appeals. The following subsections provide key background information that supports this request for additional resources.

### **Accounting and Fiscal Systems Branch (AFSB):**

The Accounting and Fiscal Systems Branch plays a critical role in processing payments and fiscal accountability by providing accurate and timely financial reporting to federal and state compliance agencies for the Department's child care programs. These functions help support fiscal integrity and reduce the risk of fraud and inaccurate payments. With the implementation of the [Cost of Care Plus initiative](#), the Branch is now responsible for administering a new and more complex payment structure that operates outside of traditional contract payments. This shift requires additional specialized staffing to avoid backlogs and maintain timely reconciliations.

### **Legal Division:**

Currently, two Information Technology & Administrative Litigation (ITAL) attorneys devote 50 percent of their time to supporting audit appeals from CCDD programs. The number of audit appeals has tripled from 3 in 2022-23 to 12 in 2023-24, with 10 appeals already filed in the first 10 months of FY 2024-25 (data on the final two months is not yet available)—indicating sustained or increasing workload. This rise coincides with an increase in CCDD contractors over the past three years and projected annual increases in federal child care funding, which are expected to generate more internal and external audits requiring legal support. To manage growing demands in case management, audit compliance, and appeals, an additional attorney is needed, which will help support the accuracy of audits and help identify any improper or fraudulent use of funds.

The Legal Division's Family and Adult Programs Policy & Litigation Branch (FAB) provides critical legal support to CCDD, including compliance guidance, regulation development, and defense in audit and fraud cases. However, rapid child care funding expansion, a 30 percent increase in CCDD contractors, and rising audit appeals have exceeded current legal capacity. Legal matters are spread across attorneys supporting multiple divisions, causing delays and fragmented oversight. Without a dedicated attorney, key initiatives—like timely regulation adoption and audit dispute resolution—are hindered. Additional legal staffing is essential to maintain program integrity, compliance, and fiscal accountability, which will help support robust program oversight and prevent fraud.

Adequate legal clerical support is a critical component of legal office operations. Deficiencies in this area directly impact the Division's ability to provide comprehensive and timely legal services. The current ratio of assignments in the Policy Branches is approximately one Secretary to every fifteen Attorneys and Paralegal staff. The Legal Division's three Policy Branches consist of nearly 90 positions, including those requested in this proposal. There are currently 4.0 Legal Secretaries providing support to the Policy Branches, and the workload is becoming unsustainable. The establishment of the requested Legal Secretary position will provide essential coverage in areas lacking in legal clerical support and reducing ratio deficits.

### **Human Resource Services Branch (HRSB):**

The Human Resource Services Branch (HRSB) is facing severe and growing capacity challenges across its core functions payroll, benefits, disability management, labor relations, personnel administration, and training. The CCDD has grown by over 100 positions over the

course of the last four years, however HRSB has not had the corresponding increase required to support CCDD. This gap in staffing has resulted in operational delays, compliance risks, and elevated error rates.

The Payroll, Benefits, and Disability Management Bureau require additional resources to process payroll, leave accommodations, and benefit enrollments accurately and on time. Delays in these areas expose the Department to potential monetary penalties and audit findings.

The Personnel Bureau (PB) is also critically impacted and is responsible for recruitment, examinations, appointments, performance management, reorganizations, and audit responses. The HRSB is unable to devote sufficient resources to mitigate CCDD specific recruitment issues. Staffing shortages have created significant bottlenecks in essential operations. These bottlenecks hinder timely CCDD workforce expansion, delay service delivery, and increase the risk of negative audit outcomes.

### **Research, Automation and Data Division (RADD):**

The Research, Automation and Data Division (RADD) is integral to the CCDD's ability to deliver reliable, timely, and actionable data to inform decision-making, measure child care program effectiveness, and respond to evolving policy demands. As federal and state investments in child care programs grow, the expectation for data-driven accountability, continuous quality improvement, and transparent reporting to stakeholders, including the Legislature, Department of Finance, and the public, also increases. RADD requires additional staffing capacity in critical functions such as analyzing child care program data for oversight bodies and federal compliance, including to help identify the improper use of funding, and operationalizing the data systems goals contained within the [Master Plan for Early Learning and Care](#) (MPELC).

### **Child Care and Development Division (CCDD) Funding Application and Appeals Section:**

The Continued Funding Applications (CFA) process supports the renewal of contracts for existing child care agencies. Per [Welfare and Institutions Code \(WIC\) section 10244](#), the CCDD is tasked with releasing a streamlined application for current child care contractors, the number of which has increased from 369 to 491 (or, 25 percent) since 2021. The integration of Prospective Pay will require an earlier release date of the CFA) and a tighter due date to ensure contracts are executed and payments are issued prior to July 1, significantly increasing workload beyond current staffing capacity in the Funding Application and Appeals Section (FAAS).

Additionally, per [Welfare and Institutions Code section 10491.1](#), the CCDD is tasked with implementing and facilitating an appeals process for suspensions and expulsions of children ages 0-5. While similar to the current parent appeals process, there is an increase in workload to facilitate the state-level appeals process and communicate with parents and providers. The Appeals Unit must facilitate an expedited timeline for decision making to ensure (1) children and families have consistent care based on their needs and (2) contractors and providers are provided programmatic guidance in real time to align their suspension and expulsion policies.

## **B. Justification**

The CDSS requests funding to support 3.0 authorized positions and 8.0 position equivalents to assist with the expansion of CCDD programs throughout the Department and provide support for CCDD funding applications and appeals.

### **Accounting and Fiscal Systems Branch (AFSB):**

The requested funding for 2.0 AFSB position equivalents are essential to efficiently manage non-standard contract payments and prevent delays in reimbursing childcare contractors and providers. These contractors and providers depend on timely and accurate reimbursements to sustain their operations. Without the additional positions, the increased workload resulting from CCDD and the Cost of Care Plus initiatives will heighten the risk of payment backlogs, operational disruptions, and non-compliance with federal and state regulations.

### **Legal Division:**

The addition of the 2.0 Attorney IV position equivalents is crucial for the Legal Division to effectively manage the escalating volume of audit appeals stemming from child care and development programs. The number of appeals has quadrupled over the last two years, driven by a 30 percent increase in contractors and federal investments that require additional fiscal accountability.

Without additional legal support, the Department faces an increased risk of delayed resolutions, procedural backlogs, and potential noncompliance with legal due process requirements. This could result in unresolved audit findings, increased liabilities, and a weakened enforcement posture. In addition, the establishment of the requested Legal Secretary position will provide essential coverage in areas lacking in legal clerical support and reducing ratio deficits.

The addition of 1.0 Legal Secretary position is vital to the Division's ability to provide the accurate, timely, and effective services that protect the populations we serve.

### **Human Resource Services Branch (HRSB):**

The Human Resource Services Branch is currently stretched beyond capacity, and the funding to support the 4.0 requested position equivalents are critical for CDSS to effectively support hiring, onboarding, and compliance functions specific to CCDD. These needs extend beyond department-wide demands and reflect CCDD's escalating HR workload in areas such as, organizational restructuring, and a surge in HR transaction volume, along with increasing audit activity. Delays in filling vacancies directly impact program execution and contribute to increased staff turnover, and workload inequities. Insufficient HR staffing also raises the risk of noncompliance with CalHR and State Personnel Board (SPB) mandates, exposing the Department to potential corrective action, audit findings, and diminished internal service quality. These vulnerabilities have cascading effects, including delays on onboarding, misalignment of duties and classifications, and compromised support for critical CCDD program functions. The 4.0 requested position equivalents for the Human Resources Services Branch (HRSB) are needed to remedy these concerns.

### **Research, Automation and Data Division (RADD):**

Without sufficient RADD resources, the Department risks delaying or misreporting data to stakeholders and oversight bodies, which undermines the Department's ability to demonstrate program effectiveness and secure continued funding. To address this, RADD requires 1.0 Research Data Specialist I position equivalent to manage the growing volume, complexity, and urgency of child care-related data analysis and reporting requirements.

**CCDD Funding Application and Appeals Section:**

The requested funding for 1.0 Analyst II position equivalent for the Funding Application and Appeals Section is needed to process Continued Funding Applications (CFAs) for nearly 500 child care contractors, ensure timely contract renewals in compliance with federal requirements, and provide subject matter expertise. The Analyst II position equivalent will also support the implementation of the suspension and expulsion appeals process for children ages 0–5. Delays or errors in any of these critical functions could impede provider participation, delay payments, and compromise children's access to early learning opportunities.

**Table A: CDSS Staffing and Support Request**

<b>Resource Request</b>	<b>Personnel Years</b>
Analyst II – Funding Applications and Appeals Section (FAAS)	1.0 PY
<b>Subtotal Child Care and Development (CCDD) Position Equivalents</b>	<b>1.0 PY</b>
Senior Accounting Officer (Specialist) – AFSB	1.0 PY
Accounting Administrator I Specialist - AFSB	1.0 PY
Analyst II – HRSB	1.0 PY
Supervisor I – HRSB	1.0 PY
Personnel Specialist – HRSB	2.0 PY
Research Data Specialist I – RADD	1.0 PY
<b>Subtotal Support Divisions Position Equivalents</b>	<b>7.0 PY</b>
Attorney IV – Legal Division (ITAL Branch)	1.0 PY
Attorney IV – Legal Division (FAB Branch)	1.0 PY
Legal Secretary – Legal Division (LOB Branch)	1.0 PY
<b>Subtotal Support Divisions Permanent, Authorized Support Positions</b>	<b>3.0 PY</b>
<b>Total Positions (authorized and position equivalents)</b>	<b>11.0 PY</b>

**1.0 PY Senior Accounting Officer, Specialist – Accounting and Fiscal Systems Branch (AFSB):**  
 This position equivalent will perform professional accounting duties of moderate difficulty to maintain and manage the agency’s financial records. Responsibilities include maintaining accounting records for departmental funds, preparing and analyzing financial reports and statements, maintaining and reconciling the General Ledger, and reviewing expenditures against budget allotments. The position requires adherence to established policies and procedures and involves regular interaction with program managers, control agencies, government entities, vendors, and the public. This role has no direct supervisory responsibilities but may provide lead guidance to Accountant Trainees and accounting support staff.

**1.0 PY Accounting Administrator I, Specialist – Accounting and Fiscal Systems Branch (AFSB):**  
 This position equivalent will maintain, analyze, reconcile and prepare complex Federal Financial Reports (FFRs) and federal estimated budget reports for all CCDF funding streams. The AA I-Spec is responsible for the completion of highly complex fiscal activities such as tracking expenditures for various CCDF accounts, including State operations funding for administrative and program staff activities. The AA I-Spec will also be determining and managing necessary cash flow to support federal draw requests; completing complex reconciliations; and advising management of expenditure forecasts relative to estimated grant awards. The role will also involve handling complex tasks such as designing internal controls and developing processes for year-end financial and sub-recipient reporting to ensure compliance with legal, federal reporting requirements and Generally Accepted accounting Principles. The position will serve as the primary lead for CCDF funding streams audit, ensuring all audit tasks are performed in compliance with applicable standards. The position will also coordinate any related activities with other accounting units to support audit readiness and accuracy.

**1.0 PY Legal Secretary – Legal Division - Legal Operations Branch (LOB):**

This position will provide clerical support to the Division's FAB and ITAL Branches. The Legal Secretary will perform the most complex clerical legal duties including formatting and serving legal correspondence, subpoenas and proofs of service; provide hearing and litigation support; maintain attorney calendars; and prepare travel arrangements and expense claims. This position will also assist the Division's executive and senior staff in handling cases and situations involving the highest degree of difficulty, sensitivity and discretion.

**1.0 PY Attorney IV – Legal Division - Information Technology & Administrative Litigation (ITAL) Branch:**

This position will lead the two existing half-time audit attorneys, provide legal consultation services to the Department on issues related to funding compliance and audits. As a senior attorney knowledgeable in their field, the Attorney IV will help to ensure compliance in the issuance of funds and will represent the Department increasing and more difficult administrative appeals related to child care funding.

**1.0 PY Attorney IV – Legal Division - Family And Adult Programs Policy and Litigation Branch (FAB):**

This position will provide legal advice on complex federal and state statutes, regulations, policies and guidance to stakeholders including drafting and reviewing proposed program policy guidance and regulations; proposed legislation; Budget Bill and Trailer Bill language; legal opinions; responses to Public Records Act requests; and advising clients before or during meetings with stakeholders. Additionally, this position will provide substantive legal support to the Office of the Attorney General regarding threatened or filed litigation against CDSS in FAB's program areas.

**2.0 PY Personnel Specialist - Human Resource Services Branch (HRSB) (Payroll):**

These position equivalents are responsible for processing monthly payroll for permanent and temporary staff, salary advances, accounts receivables, garnishments, payroll adjustments, appointments, separations, retirements, miscellaneous payroll transactions, salary determinations, range changes, adverse actions, calculation of overtime pay, special pay, pay differentials, timekeeping, leave reconciliations, and new hire paperwork for departmental employees.

**1.0 PY Supervisor I - Human Resource Services Branch (HRSB) – Human Resource Services Branch (HRSB) - Personnel Bureau:**

This position equivalent will manage and direct the work of a team of Classification & Pay analysts that ensure compliance with evolving state personnel policies, complete internal and external audits, and implement process improvement initiatives. In addition, the manager will supervise expedited recruitment and examination processes to fill critical vacancies in a timely manner, address increased bilingual testing and CEA/Exempt workload, manage the analysts' rising volume of Request for Personnel Actions (RPAs), audits, out-of-class justifications, reorganizations, and other HR transactions. The manager will ensure CDSS maintains compliance with CalHR and SPB mandates and audit standards.

**1.0 PY Analyst II – Human Resource Services Branch (HRSB) - Compliance Automation & Branch Support (CABS):**

This position equivalent is responsible for Information Technology Acquisitions Plan (ITAP), Personnel Liaison, Information Technology Service Requests (ITSR), accessibility, correspondence, purchasing, and contracting duties.

**1.0 PY Research Data Specialist I – Research, Automation and Data Division (RADD) - Child Care Child Development Management Information System (CDMIS):**

This position equivalent will use statistical and research expertise to lead development of analytical methodology & quantitative research design, determine sampling strategies, develop complex data analyses, and model potential outcomes with CDMIS data and other administrative datasets. The position will work closely with CDSS program partners, external research vendors and key stakeholders in the Legislature to ensure that project partners accurately understand the methodology and research findings to be able to successfully implement policy recommendations.

### **1.0 PY Analyst II - Child Care and Development Division (CCDD) Funding Applications and Appeals Section (FAAS):**

This position equivalent is responsible for continued funding applications, Streamlined Alternative Application and General Child Care and Development (CCTR) Expansion and Suspension and Expulsion Appeal Integration. This work cannot be absorbed by currently budgeted positions or be solved by a Limited-Term. Staff have been temporarily reassigned for CFAs over the last 4 years; however, it comes at the cost of long-term subject matter expertise and at the expense of other urgent priorities within the division.

## **C. Departmentwide and Statewide Considerations**

This request aligns with the CDSS's mission to serve, aid, and protect Californians experiencing need. The CDSS supports California's young children by collaborating and engaging with community partners, educators, schools, and parents, and providing high-quality child care and development services that support their education and development. The position equivalents requested will allow the CDSS to support and sustain rich child care and development environments and experiences within California. The CDSS's is responsible for ensuring that the priorities of the CCDF and Child Care and Development Services Act are carried out through monitoring, training, program support, and program integrity and technical assistance efforts. The purposes of the CCDF funds as described in [45 CFR, part 98.1\(a\)\(6\) and \(7\)](#) include to improve child care and development of participating children; and to increase the number and percentage of low-income children in high-quality child care settings. [Part 1.8 Child Care and Development Services Act, WIC 10207](#) describes the objectives for the CDSS which includes to provide a comprehensive, coordinated, and cost-effective system of child care and development services for children from infancy to 13 years of age and their parents, including a full range of supervision, health, and support services through full and part-time programs.

The Governor and California Legislature have prioritized underserved children and families, including children and families in rural areas experiencing vulnerability, through the development of the [Master Plan for Early Learning and Care \(MPELC\)](#). The [MPELC](#) goals include unifying and strengthening child care and development programs and services, enhancing educator competencies, providing equitable access to child care and development programs, streamlining and strengthening the governance and administration of child care and development programs and services, and creating an integrated data system. Additionally, the [MPELC](#) also recommends collaboration between the State and unions to assist in the development of strategies for strengthening programs and services to support children's learning and development, advance equity, and opportunity, and streamline early childhood governance and administration to improve equity. The [MPELC](#) recognizes the ongoing gaps in educational opportunities for young children, especially within low income and underserved groups, stressing the importance of proactively including and serving all children. This proposal aligns with the goals of the [Early Childhood Development Act of 2020](#) and [MPELC](#), as well as the report of the [California Assembly's Blue Ribbon Commission on Early Childhood Education](#), in support of historic investments to expand access to high-quality early learning and care.

**D. Outcomes and Accountability**

Projected outcomes include enhanced technical assistance and program guidance to the child care field, enhanced fiscal operations resulting in fewer errors and audit findings and increased program integrity, and improved human resources and legal support to the CDSS Child Care and Development Division. Projected outcomes are quantified in the table below.

## Projected Outcomes

The table below reflects metrics of projected outcomes:

<b>Workload Measure</b>	<b>CY</b>	<b>BY</b>	<b>BY+1</b>	<b>BY+2</b>	<b>BY+3</b>	<b>BY+4</b>
Microsimulation models or longitudinal/cross-sectional studies conducted developed or updated annually	N/A	6	6	4	4	4
External Audit Consultations/ Investigation Consultations/ Other Legal Consultations	N/A	219	219 +	219 +	219 +	219 +
Litigation Hearings and Appeals	N/A	36	36 +	36 +	36 +	36 +
Review, Analyze, Draft Regulations and Legal Opinions, and provide other Program Support	N/A	161	161+	161+	161+	161+
Training materials that need updating	N/A	10	10	11	12	12
Continued funding applications	485	485	514*	543	572	601
CCTR expansion applications	0*	150	150	150	150	150
Request for personnel action processed	755	1415	2287	2550	2850	3000
Staff assigned to each Personnel Specialist roster	300-400	350	300	25020	200	180
Review reconciliation of various ledgers, including FISCAL, against SCO balances to ensure all payments and receipts clear and posted to the correct detail level	312	312	322	332	342	352

\*Subject to availability of funds and number of expansion slots.

**E. Implementation Plan**

Upon the approval of the additional resources, the CDSS would immediately begin the recruitment and hiring process of all applicable position equivalents. Upon onboarding, new employees would be provided the proper training for their respective units. The new employees would be directed towards supporting the existing and increased workload required for California's historic investment in child care.

**F. Supplemental Information (If Applicable)**

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
FINANCE AND ACCOUNTING (FAD)  
ACCOUNTING AND FISCAL SERVICES (AFSB)  
ENCUMBRANCE UNIT (ENC)  
1.0 SENIOR ACCOUNTING OFFICER, SPECIALIST (SAO-SPEC)**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>HOURS</b>	<b>UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	Create and review manual Purchase Order (PO) template, and upload to create POs into FI\$Cal. Review and resolve output files.	0.75	900	Current and past experience	675	1.0 SAO
101	Approve POs in FI\$Cal. Process PO amendments. Monitor contracts to ensure alignment of encumbrances and payments. Review and track reappropriations and monitor control accounts and review agreements for sufficient funding.	0.3	1800	Current and past experience	540	1.0 SAO
102	Verify PO balances, address discrepancies, and provide recommendations across budgets, contracts, and program areas using FI\$Cal reports.	0.6	900	Current and past experience	540	1.0 SAO
103	Coordinate with Child Care Development Division (CCDD) staff in developing procedures on new business processes. Conduct studies of major FI\$Cal issues reported by CCDD staff and communicates with FI\$Cal and control agencies. Follow up and ensure fixes and solutions are in place.	4	12	Current and past experience	48	1.0 SAO
104	Maintain PO ledgers, manage the encumbrance intake SharePoint site, and coordinate PO approvals for timely processing. Conduct staff training and lead year-end activities including disencumbrance of appropriations, manually PO liquidation, and audit-compliant new year PO creation. Provide status updates to Management on time sensitive issues. Represent the Bureau in meetings with CCDD and Budgets. Conduct internal and external meetings to take time sensitive decisions for encumbrances and payments.	3	12	Current and past experience	36	1.0 SAO
				<b>TOTAL</b>	<b>1,839</b>	<b>1.0 SAO</b>

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
FINANCE AND ACCOUNTING (FAD)  
ACCOUNTING AND FISCAL SERVICES (AFSB)  
FEDERAL ACCOUNTING & TANF SUPPORT UNIT (FRB)  
1.0 ACCOUNTING ADMINISTRATOR I, SPEC. (AA I-SPEC)**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>HOURS</b>	<b>UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	Review ACF-696 reports before they are submitted to the awarding Federal Agency	12	4	Current and past experience	48	1.0 AA I
101	Process and approve Pay-Run (Claim Schedules) files for mass payment	1	24	Current and past experience	24	1.0 AA I
102	Review and approve vouchers.	1	65	Current and past experience	65	1.0 AA I
103	Review monthly reconciliation of all grants (CCDD, CCDF, CCDM, and Head Start)	2	48	Current and past experience	96	1.0 AA I
104	Follow up with Federal Agency to ensure funds are deposited on time and meet obligations.	2	4	Current and past experience	8	1.0 AA I
105	Maintain a tracker to track federal awards and communicate with program and management of new funding and /or delays in the receipt of federal funding.	2	4	Current and past experience	8	1.0 AA I
106	Review reconciliation of various ledgers, including FISCAL, against SCO balances to ensure all payments and receipts clear and posted to the correct detail level.	26	12	Current and past experience	312	1.0 AA I
107	Team lead for CCDD/CCDF audit. Perform audit tasks as required to stay in compliance. Coordinate any related tasks with other accounting units.	80	3	Current and past experience	240	1.0 AA I
108	Submits and monitor federal draws to ensure cash is available for payments.	1	48	Current and past experience	48	1.0 AA I
109	Develops and maintain documented procedures for monitoring the grants, and, providing all federal reports on a timely basis	80	3	Current and past experience	240	1.0 AA I
110	Review correction letters to ensure revenue is in the correct account for expenditures	5	12	Current and past experience	60	1.0 AA I
111	Review and track actual expenditures against grant award and federal authority by state and federal fiscal year.	8	12	Current and past experience	96	1.0 AA I

112	Review contracts and grants related to CCDF/CCDD grants.	4	12	Current and past experience	48	1.0 AA I
113	Prepare and complete cash flow projections for federal shutdown drills, DOF and any adhoc request from management.	40	4	Current and past experience	160	1.0 AA I
114	Review subrecipient reporting for completeness and accuracy	20	12	Current and past experience	240	1.0 AA I
115	Review FFATA reports and ensure accurate and timely submission.	8	4	Current and past experience	32	1.0 AA I
116	Provide training and technical assistance to internal and external customers at various levels	2	12	Current and past experience	24	1.0 AA I
117	Interprets and provides federal financial regulations and reporting requirements information to management.	2	12	Current and past experience	24	1.0 AA I
				<b>TOTAL</b>	<b>1,773</b>	<b>1.0 AA I</b>

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
LEGAL DIVISION  
INFORMATION TECHNOLOGY & ADMINISTRATIVE LITIGATION BRANCH (ITAL)  
1.0 ATTORNEY IV**

<b>Task I.D. #</b>	<b>Activity / Task Name Description</b>	<b>Units</b>	<b>Hours / Units</b>	<b>Basis for Workload</b>	<b>Total Hours</b>	<b>Staff Being Requested</b>
100	<b>Lead Attorney</b> Reviews the work of an Attorney III or I. Responsible for training, advising, as well as reviewing and approving assignments.	1	3 hours/ week	Current and Past Experience	156	1.0 Attorney IV
101	<b>External Audit Consultations</b> Provide legal analysis and advice related to external audits of the Department and its programs by federal and state entities, such as the Food and Nutrition Service, the California State Auditor, California State Controller, Office of the Inspector General, and other federal and state entities. Activities include development of audit responses, corrective actions plans, risk assessment activities, and participation in entrance and exit conferences.	4 Audits	25	Based on current experience	100	1.0 Attorney IV
102	<b>Most Difficult Audit and Investigation Consultations / Case Conference Committee</b> Provide legal analysis and advice related to internal compliance, administrative review and program compliance audits performed by the Department including consultation on risk assessments, development of audit responses, reviewing corrective action plans, and entrance and exit conferences. Attend Case Conference Committee	100 Audits and Audit Reviews	3	Current and past experience	300	1.0 Attorney IV
103	<b>Audit and contract non-renewal, appeals &amp; hearings</b> Provide advice, review, and analysis on and represent the Department in front of administrative hearing tribunals regarding audit and contract non-renewal appeals.	25 Appeals and Hearings	25	Current and past experience	625	1.0 Attorney IV
104	<b>Legal Opinions</b> Legal research, analysis and preparation of legal opinions and policy positions in support of audits and audit appeals.	3 Legal Opinions	80	Past Experience	240	1.0 Attorney IV
105	<b>Legal Consultations</b> Consult with program staff, legal policy partners and executive staff on various audit related issues such as scope, application of authorities, allowable	90 Consultations	1	Average based on past experience	90	1.0 Attorney IV

	costs, and designation of income sources.					
106	<b>Civil Litigation</b> For the high profile or complicated audit, contract, civil suits work with the Attorney General, provide litigation support, including assessing potential legal issues and strategic planning to avoid litigation; responding to demand letters; and coordinating documents and witnesses for discovery.	3 Lawsuits	85 hours/ year	Past Experience Conversati on with CDE	255	1.0 Attorney IV
107	<b>Miscellaneous Documents Creation or Review</b> Interview questions, policies, attendance records, videos, transcripts, email pulls.	10 Docum ents	5	Past Experience .	50	1.0 Attorney V
108	<b>Training</b> Provides ongoing training to the Division's new and existing management and/or staff on statutes, regulations and other areas as requested	4 Training Sessions	12	Current and past practices	48	1.0 Attorney IV
				<b>Total</b>	<b>1,864</b>	<b>1.0 Attorney IV</b>

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
LEGAL DIVISION  
FAMILY AND ADULT PROGRAMS POLICY AND LITIGATION BRANCH (FAB)  
1.0 ATTORNEY IV**

<b>Task I.D. #</b>	<b>Activity / Task Name Description</b>	<b>Units</b>	<b>Hours/Units</b>	<b>Basis for Workload</b>	<b>Total Hours</b>	<b>Staff Being Requested</b>
100	Provide consultation, preparation of legal opinions, and/or memoranda to program staff.	25	10	Current and past experience	250	1.0 Attorney IV
101	Analyze and review Child Care Bulletins and other policy guidance.	20	4	Current and past experience	80	1.0 Attorney IV
102	Review, analyze, and draft regulations in compliance with federal and state law.	48	16	Current and past experience	768	1.0 Attorney IV
103	Participate in and provide legal support in meetings and prepare responses regarding questions raised by agency, executive staff, advocates, and the public.	12	2	Current and past experience	24	1.0 Attorney IV
104	Collaborate with internal stakeholders to review policy documents, contracts, and interagency agreements.	12	4	Current and past experience	48	1.0 Attorney IV
105	Review and prepare responses to requests made pursuant to the California Public Records Act, including providing advice, preparing letters, reviewing, and redacting documents.	8	10	Current and past experience.	80	1.0 Attorney IV
106	Perform all Department litigation and/or Unfair Labor Practice activities including assessing potential legal issues and strategic planning; responding to demand letters; coordinating documents and witnesses for discovery; and coordinating with the Attorney General's Office and/or CalHR.	8	40	Current and past experience	320	1.0 Attorney IV
107	Coordinate with other impacted Department programs to assist CCDD's development of oversight policies and procedures.	48	4	Current and past experience	192	1.0 Attorney IV
				<b>Totals</b>	<b>1,762</b>	<b>1.0 Attorney IV</b>

**FISCAL YEAR 2026-27  
 WORKLOAD ANALYSIS  
 LEGAL DIVISION  
 LEGAL OPERATIONS BRANCH (LOB)  
 1.0 LEGAL SECRETARY**

<b>Task I.D. #</b>	<b>Activity / Task Name Description</b>	<b>Units</b>	<b>Hours / Units</b>	<b>Basis for Workload</b>	<b>Total Hours</b>	<b>Staff Being Requested</b>
100	Provides the most complex secretarial and administrative support for attorneys and senior level attorneys. This includes, but is not limited to, filing documents in multiple jurisdictions including state, federal, and appellate courts; drafts, formats, proofreads, processes, files and serves a wide variety of legal documents such as writs, affidavits, briefs, declarations, proofs of service, subpoenas, Temporary Suspension Orders, letters and memos; prepares Administrative Records for the Attorney General's Office; assists with hearing preparation which includes preparing discovery material for trial; maintaining case files; calendaring appointments and meeting/hearing rooms; preparing and maintaining travel-related documentation; screening, sorting, and prioritizing incoming mail; and answering and screening telephone calls.	1.0	1,778	Based on anticipated increase in workload and additional staffing resources being requested.	1,778	1.0 Legal Secretary
				<b>Totals</b>	<b>1,778</b>	<b>1.0 Legal Secretary</b>

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
HUMAN RESOURCES SERVICES BRANCH (HRSB)  
PERSONNEL BUREAU  
CLASSIFICATION AND PAY SECTION – PROPOSED  
1.0 ANALYST II**

<b>Task I.D. #</b>	<b>Activity / Task Name Description</b>	<b>Unit</b>	<b>Hours</b>	<b>Basis for Work-load</b>	<b>Total Hours</b>	<b>Staff Being Requested</b>
100	Reviews and determines appropriate position classification and allocation of individual positions and prepares Classification and Certification Action request, STD 625 for special requests to submit to the California Department of Human Resources (CalHR) when appropriate; approves and/or denies the classification requested and/or provides alternatives to classification and allocation problems; directs supervisors and managers in developing and editing duty statements; assists supervisors and managers in new hires, reinstatements, lateral transfers, promotions, etc. and makes recommendations on pay matters such as hiring above minimum and alternate range determinations, reviews out-of-class requests for approval/denial; and reviews training and development assignment requests for approval/denial.	1	622	Current and past experience	622	1.0 Analyst II
101	Provides consultation and guidance to managers, supervisors, and employees concerning civil service laws, rules, policies and personnel management practices.	1	622	Current and past experience	622	1.0 Analyst II
102	Researches and develops new job classification proposals and prepares and presents comprehensive findings, recommendations and proposed plans of action, including State Personnel Board (SPB) "board items"; analyzes and responds to merit issue and out of class grievances; may represent the Department in presentations before the CalHR and the SPB.	1	178	Current and past experience	178	1.0 Analyst II
103	Provides training to managers and supervisors on employment practices; research specific areas of personnel management to develop policies and	1	178	Current and past experience	178	1.0 Analyst II

	procedures; ensures that on-line logs and procedures are updated.					
104	Participates in work teams for business process improvements and special studies or projects such as budget reduction drills or layoffs responds to audit requests for data collection.	1	89	Current and past experience	89	1.0 Analyst II
105	Performs other related duties as required such as gathering documents in response to audit reviews and other related duties pertaining to C&P and the Human Resource Services Branch.	1	891	Current and past experience	89	1.0 Analyst II
					<b>1,778</b>	1.0 Analyst II

**FISCAL YEAR 2026-27**  
**WORKLOAD ANALYSIS**  
**HUMAN RESOURCES SERVICES BRANCH (HRSB)**  
**PERSONNEL BUREAU – CLASSIFICATION AND PAY SECTION**  
**1.0 SUPERVISOR I**

<b>Task I.D. #</b>	<b>Activity / Task Name Description</b>	<b>Unit</b>	<b>Hours</b>	<b>Basis for Workload</b>	<b>Total Hours</b>	<b>Staff Being Requested</b>
100	Provides direct supervision of Classification & Pay Analysts responsible for reviewing and determines appropriate position classification and allocation of individual positions and prepares Classification and Certification Action request, STD 625 for special requests to submit to the California Department of Human Resources (CalHR) when appropriate; approves and/or denies the classification requested and/or provides alternatives to classification and allocation problems; directs supervisors and managers in developing and editing duty statements; assists supervisors and managers in new hires, reinstatements, lateral transfers, promotions, etc. and makes recommendations on pay matters such as hiring above minimum and alternate range determinations, reviews out-of-class requests for approval/denial; and reviews training and development assignment requests for approval/denial.	1	622	Current and past experience	622	1.0 Supervisor I
101	Reviews and implements policy changes concerning civil service laws, rules, policies and personnel management practices. Develops training guides, templates and manuals to disseminate changes to appropriate staff.	1	622	Current and past experience	622	1.0 Supervisor I
102	Oversees the development of classification proposals and prepares and presents comprehensive findings, recommendations and proposed plans of action, including State Personnel Board (SPB) "board items"; analyzes and responds to merit issue and out of class grievances; may represent the Department in presentations before the CalHR and the SPB.	1	178	Current and past experience	178	1.0 Supervisor I
103	Completes regular trainings with subordinate staff specific to their particular area of personnel management. Regular reviews and analyzes work of subordinates for accuracy and potential improvements. Creates training plans, regular communicates expectations and tracks workload of respective unit.	1	178	Current and past experience	178	1.0 Supervisor I
104	Participates on work teams for business process improvements and special studies or projects such as budget reduction drills or	1	89	Current and past experience	89	1.0 Supervisor I

	layoffs responds to audit requests for data collection.					
105	Performs other related duties as required such as gathering documents in response to audit reviews and other related duties pertaining to C&P and the Human Resource Services Branch.	1	891	Current and past experience	89	1.0 Supervisor I
					<b>1,778</b>	1.0 Supervisor I

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
HUMAN RESOURCES SERVICES BRANCH (HRSB)  
2.0 PERSONNEL SPECIALIST (PS)**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>HOURS</b>	<b>UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	Process Requests for Personnel Action; work with personnel liaisons, attendance coordinators, Classification and Pay analysts and control agencies for appropriate approvals and documentation needed for appointments, separations and miscellaneous transactions. Determine final compensation and appropriate benefits for employees separating from state service to ensure timely payment of wages and benefits.	733	2	Current and past experience	1466	2.0 Personnel Specialist
101	Perform salary determinations for appointments, reinstatements, transfers, demotions, punitive actions and range changes. Calculate overtime rate, special pay, shift differential, holiday pay or various leave usage using the Fair Labor Standards Act to accurately compensate employees. Calculate salary advances to issue timely and accurate pay for appropriate pay period when necessary. Review SCO's View Direct screen daily to verify and release pay as appropriate.	570	2	Current and past experience	1140	2.0 Personnel Specialist
102	Process and track attendance via ESC timesheets. Post and reconcile leave usage in the California Leave Accounting System to ensure accurate compensation and leave benefit accruals. Process and track hours worked for intermittent, part-time, seasonal, and retired annuitants to ensure time limits are not exceeded in compliance with applicable Departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Prepare, process and track range change documentation for all eligible employees. Prepare and submit Merit Salary Adjustments and Special In grade Salary Adjustments for intermittent employees.	252	2	Current and past experience	504	2.0 Personnel Specialist
103	Process, track and/or distribute salary garnishments to ensure compliance with court orders (e.g., child support, civil judgments, etc.) and various agency requests (e.g., Franchise Tax Board, Internal Revenue Service, etc.). Process, track and/or collect accounts receivables (AR) to recover overpayment owed to the Department. Maintain accurate employment history by correcting errors using the SCO system in accordance with the	252	2	Current and past experience	504	2.0 Personnel Specialist

	Personnel Action Manual and control agency's instructions.					
104	Other work-related duties as required including filing, organizing, updating the AR database and ESC HR profiles with name and address changes. Process daily HR tickets within ESC resolving customer requests. Monitor daily tasks for appointments, onboarding documents and separation notifications	117	2		234	2.0 Personnel Specialist
105	Stay up to date with control agency Pay Letters, CLAS, Personnel, and Payroll Letters, as well as Circular Letters. Process control agency reports for various MOU current and retro updates. Attend monthly control agency forums and trainings	52	2	Current and past experience	104	2.0 Personnel Specialist
106	Download turnaround PARS and NOPA via MOBIUS daily review for accuracy and provide to employees. Monitor control agency emails for direct deposit and address updates via the Cal Connect system. Work with numerous state agencies responding to A01 verifications and PAR and STD 612 forms. Conduct and schedule OPF reviews in person/ teams or phone.	104	2	Current and past experience	208	2.0 Personnel Specialist
				<b>TOTAL</b>	<b>4,160</b>	<b>2.0 Personnel Specialist</b>

**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
RESEARCH AND DATA DIVISION (RADD)  
CHILD DEVELOPMENT MANAGEMENT INFORMATION SYSTEM (CDMIS)  
1.0 RESEARCH DATA SPECIALIST I (RDS I)**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>HOURS</b>	<b>UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	Leads in complex technical research to generate descriptive statistics and program analysis regarding subsidized child care programs, using CDMIS, SAWS, and other administrative data.	35	12	Current and past experience	420	1.0 RDS I
101	Monitors and explains changes in data trends; evaluates and describes sources of child care data.	15	12	Current and past experience	180	1.0 RDS I
102	Leads varied multi-disciplinary, sensitive, responsible, technically difficult, analytical, and policy research through systemic application and interpretation of standard economical, statistical, and financial theories.	100	2	Current and past experience	200	1.0 RDS I
103	Develops original approaches, methodologies, and frameworks for whole-universe or data sampling that can serve as a best standard or best practice in future projects.	75	3	Current and past experience	225	1.0 RDS I
104	Improves data production and quality assurance processes that lead to the timely, accurate, and complete data insights to key stakeholders and policy makers.	80	3	Current and past experience	240	1.0 RDS I
105	Provides guidance and expertise to internal and external stakeholders in obtaining and analyzing data for use in project and program development, program evaluation, and legislation.	60	2	Current and past experience	120	1.0 RDS I
106	Conducts research and analyses using established statistical and research methods and computer software programs.	30	12	Current and past experience	360	1.0 RDS I
107	Provides expertise to management on data issues and program alternatives to improve outcomes.	10	4	Current and past experience	40	1.0 RDS I
				<b>TOTAL</b>	<b>1,785</b>	<b>1.0 RDS I</b>

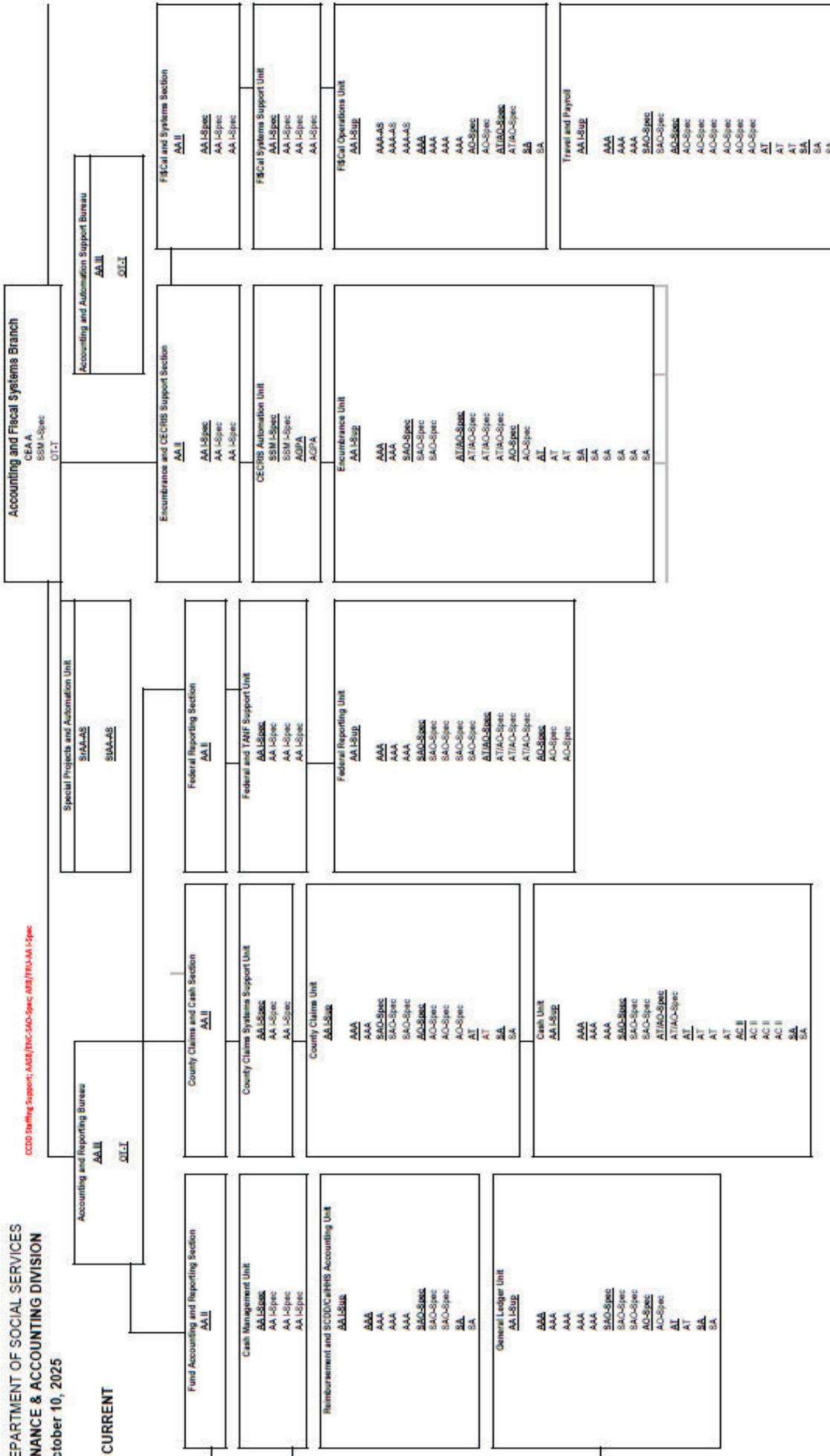
**FISCAL YEAR 2026-27  
WORKLOAD ANALYSIS  
CHILD CARE DEVELOPMENT DIVISION  
FUNDING APPLICATION AND APPEALS SECTION (FAAS)  
1.0 ANALYST II**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>HOURS</b>	<b>UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	Continued Funding Application Processing & Review: Assistance with development and review of application, coordination with internal partners, providing training on the application, receiving and reviewing applications, and providing customer assistance via email and phone.	4	170	Current and past experience	680	1.0 Analyst II
101	General Child Care and Development Expansion Application Processing: Application review, coordination with internal partners, receiving applications, reviewing applications, providing customer assistance via email and phone, issuance of award results.	4	150	Current and past experience	600	1.0 Analyst II
102	Child Care Appeals: Receiving parent appeals, conducting research, providing customer service to the parent and agencies, coordinating review and consultation panels, and issuing decision letters.	11	45	Current and past experience	495	1.0 Analyst II
				<b>TOTAL</b>	<b>1,775</b>	1.0 Analyst II

DEPARTMENT OF SOCIAL SERVICES  
 FINANCE & ACCOUNTING DIVISION  
 October 10, 2025

CCO Staffing Support; AAS (Inv-SAO-Spec AB) / ISU-AA-Spec

CURRENT





**LEGAL DIVISION**

Legal Operations Branch

**CURRENT**

CHIEF COUNSEL	
1.0 Staff Services Manager II	
4.0 Staff Services Manager I <sub>(1)</sub>	
13.0 Associate Governmental Program Analyst/SSA <sub>(2)</sub> 1.0 Management Services Technician <sub>(3)</sub> 3.0 Legal Secretary <sub>(4)</sub> 2.0 Senior Legal Typist 2.0 Office Technician <sub>(5)</sub> 1.0 Office Assistant	

## LEGAL DIVISION

Legal Operations Branch

### PROPOSED

CHIEF COUNSEL	
1.0 Staff Services Manager II	
4.0 Staff Services Manager I <sup>(1)</sup>	
13.0 Associate Governmental Program Analyst/SSA <sup>(2)</sup> 1.0 Management Services Technician <sup>(3)</sup> <b>1.0 Legal Secretary*</b> 3.0 Legal Secretary <sup>(4)</sup> 2.0 Senior Legal Typist 2.0 Office Technician <sup>(5)</sup> 1.0 Office Assistant	

California Department of Social Services

**LEGAL DIVISION**

**FAMILY AND ADULT PROGRAMS POLICY AND LITIGATION BRANCH**

Family Engagement and Empowerment, Adult Programs, State Hearings, Civil Rights  
Child Care, Disaster Services, Housing and Homelessness, Program Integrity

**CURRENT**

CHIEF COUNSEL
1.0 Senior Assistant Chief Counsel
2.0 Assistant Chief Counsel
1.0 Attorney V 5.0 Attorney IV 5.0 Attorney III 3.0 Attorney

California Department of Social Services

LEGAL DIVISION

FAMILY AND ADULT PROGRAMS POLICY AND LITIGATION BRANCH

Family Engagement and Empowerment, Adult Programs, State Hearings, Civil Rights  
Child Care, Disaster Services, Housing and Homelessness, Program Integrity

PROPOSED

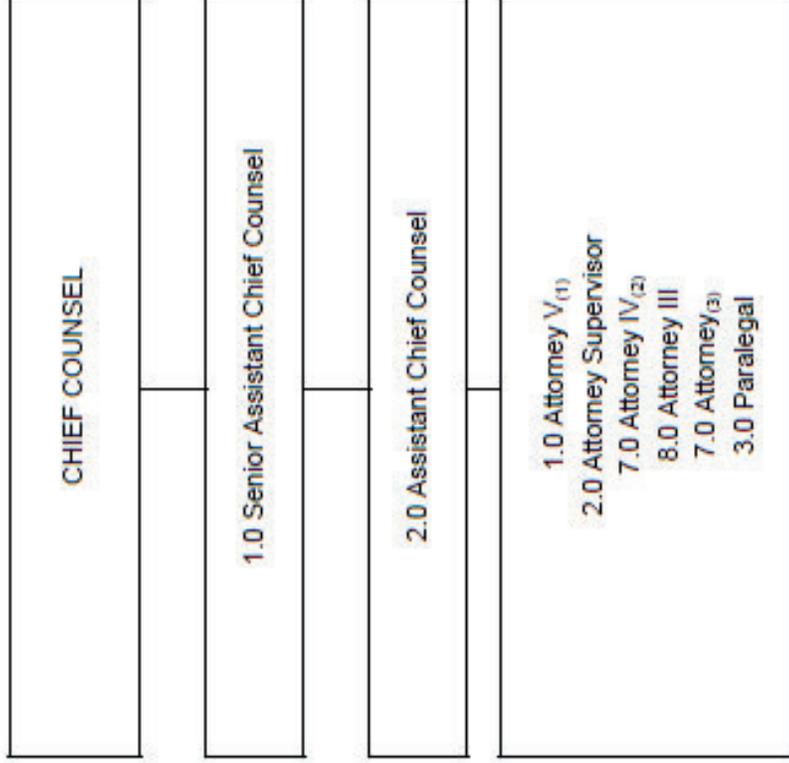
CHIEF COUNSEL
1.0 Senior Assistant Chief Counsel
2.0 Assistant Chief Counsel
1.0 Attorney V 1.0 <b>Interchangeable Attorney IV*</b> 5.0 Attorney IV 5.0 Attorney III 3.0 Attorney

\* Denotes Requested Position - FY 26/27 CCDD Staffing and Support

**LEGAL DIVISION**

INFORMATION, TECHNOLOGY AND ADMINISTRATIVE LITIGATION BRANCH  
Audits, Human Resource Services, Health and Safety,  
Information Systems Division, Contracts, Disability Determinations, Public Records Act

**CURRENT**

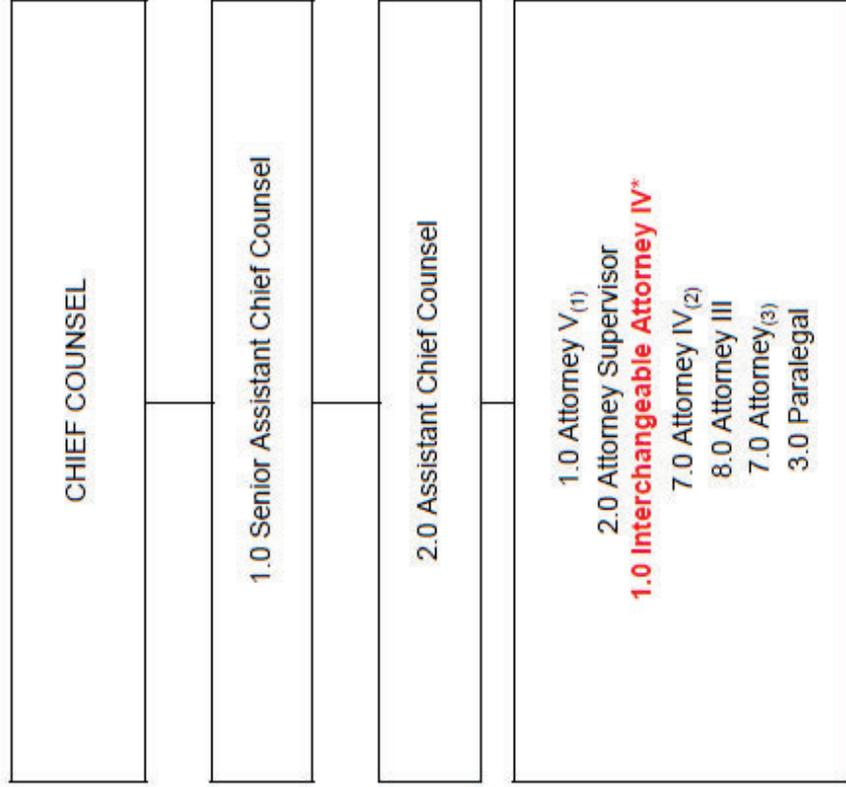


**LEGAL DIVISION**

**INFORMATION, TECHNOLOGY AND ADMINISTRATIVE LITIGATION BRANCH**

Audits, Human Resource Services, Health and Safety,  
Information Systems Division, Contracts, Disability Determinations, Public Records Act

**PROPOSED**





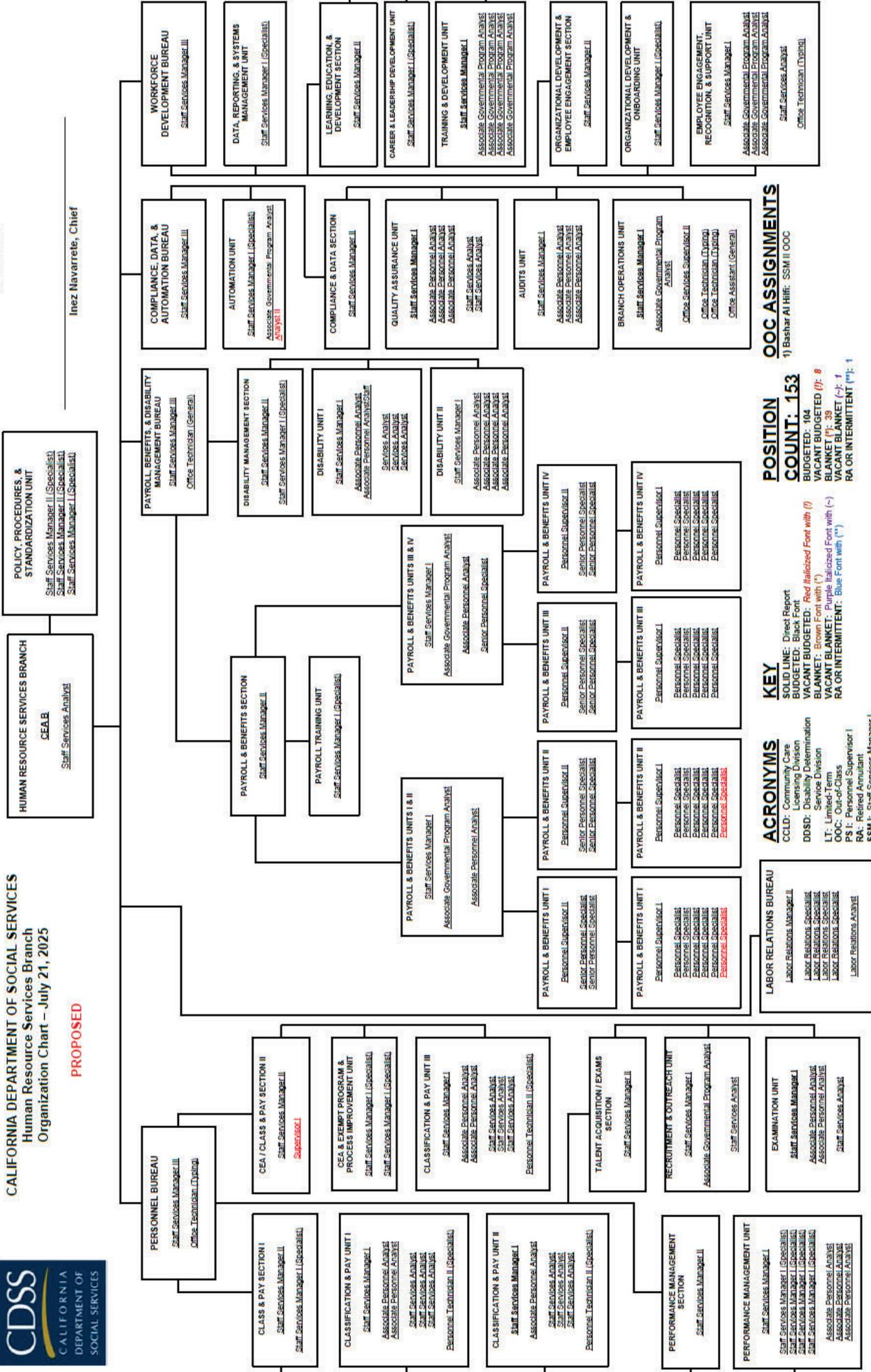


CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
Human Resource Services Branch  
Organization Chart – July 21, 2025

PROPOSED

APPROVED:

Inez Navarrete, Chief



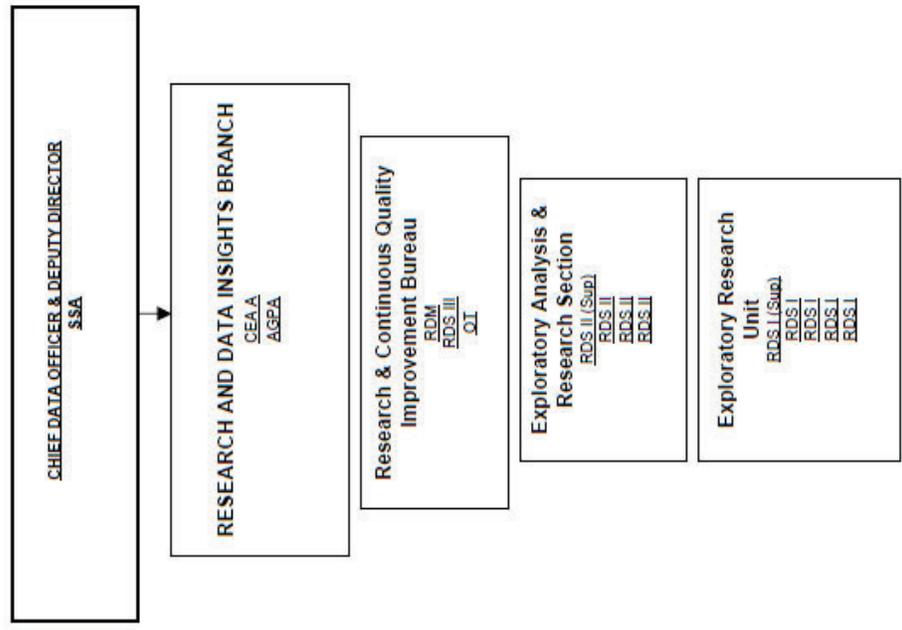
**POSITION COUNT: 153**  
 BUDGETED: 104  
 VACANT BUDGETED (V): 8  
 BLANKET (B): 39  
 RA OR INTERMITTENT (R/I): 1

**KEY**  
 SOLID: Direct Report  
 SHADING: Direct Report  
 BUDGETED: Direct Report  
 VACANT BUDGETED: Red Italicized Font with (V)  
 BLANKET: Brown Font with (B)  
 RA OR INTERMITTENT: Blue Font with (R/I)  
 SOLID: Direct Report  
 SHADING: Direct Report  
 BUDGETED: Direct Report  
 VACANT BUDGETED: Red Italicized Font with (V)  
 BLANKET: Brown Font with (B)  
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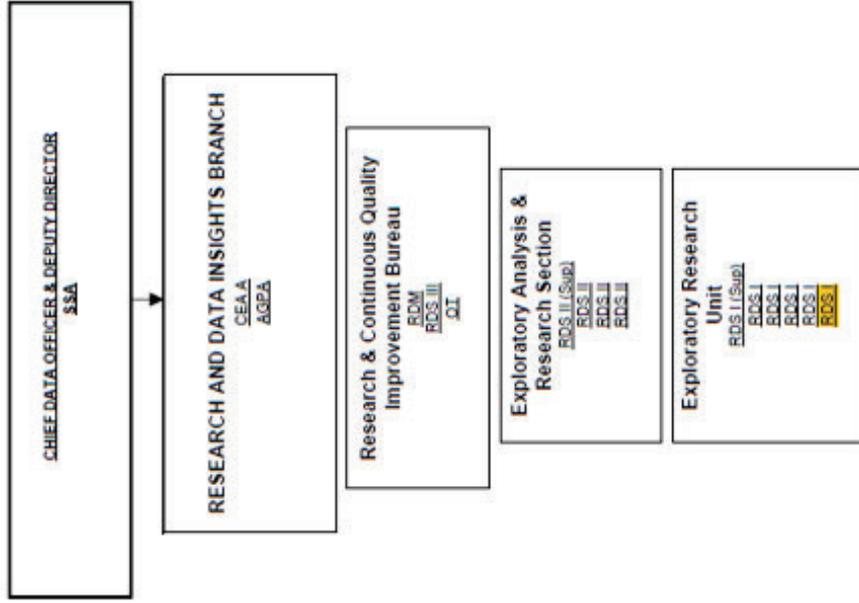
**ACRONYMS**  
 CCDD: Community Care  
 DDSD: Disabling Division  
 LT: Limited-Term  
 OOC: Out-of-Class  
 PS I: Personnel Supervisor I  
 RA: Retired Annuitant  
 SSM I: Staff Services Manager I  
 T&D: Training and Development

**LABOR RELATIONS BUREAU**  
 Labor Relations Manager II  
 Labor Relations Specialist  
 Labor Relations Specialist  
 Labor Relations Specialist  
 Labor Relations Specialist  
 Labor Relations Analyst

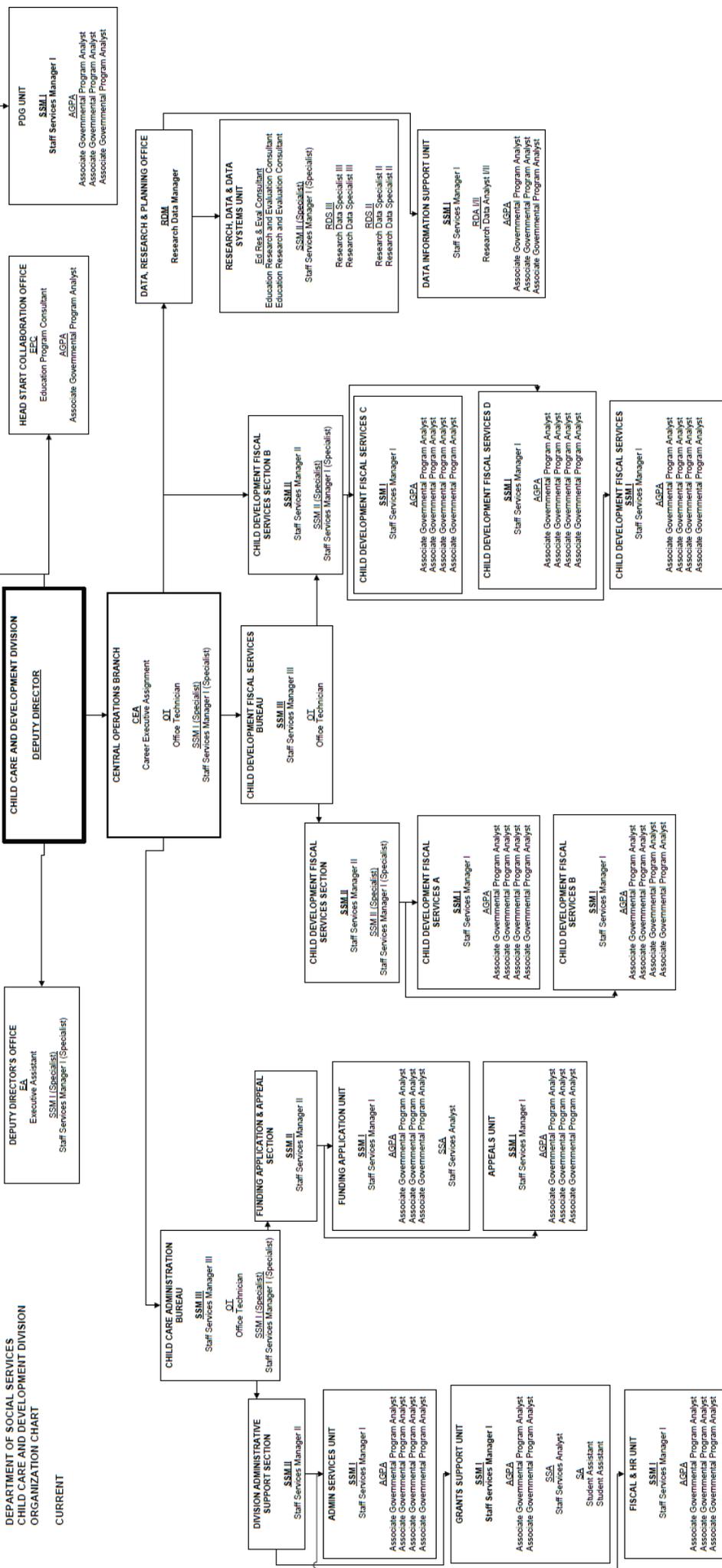
# CALIFORNIA DEPARTMENT OF SOCIAL SERVICES RESEARCH, AUTOMATION, AND DATA DIVISION ORGANIZATION CHART CCDD STAFFING AND SUPPORT BCP CURRENT



# CALIFORNIA DEPARTMENT OF SOCIAL SERVICES RESEARCH, AUTOMATION, AND DATA DIVISION ORGANIZATION CHART CCDD STAFFING AND SUPPORT BCP PROPOSED



DEPARTMENT OF SOCIAL SERVICES  
CHILD CARE AND DEVELOPMENT DIVISION  
ORGANIZATION CHART  
CURRENT





# BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Child Care and Development Division Staffing and Support

BR Name: 5180-010-BCP-2026-GB

Budget Request Summary

## Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Positions - Permanent	0.0	3.0	3.0	3.0	3.0	3.0
<b>Total Positions</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Earnings - Permanent	0	1,051	1,051	1,051	1,051	1,051
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>
Total Staff Benefits	0	707	707	707	707	707
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$1,758</b>	<b>\$1,758</b>	<b>\$1,758</b>	<b>\$1,758</b>	<b>\$1,758</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5301 - General Expense	0	86	33	33	33	33
5302 - Printing	0	11	11	11	11	11
5304 - Communications	0	22	22	22	22	22
5306 - Postage	0	11	11	11	11	11
5320 - Travel: In-State	0	33	33	33	33	33
5322 - Training	0	22	22	22	22	22
5324 - Facilities Operation	0	99	99	99	99	99
5326 - Utilities	0	11	11	11	11	11
5344 - Consolidated Data Centers	0	132	132	132	132	132
5346 - Information Technology	0	99	99	99	99	99
539X - Other	0	11	11	11	11	11
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$537</b>	<b>\$484</b>	<b>\$484</b>	<b>\$484</b>	<b>\$484</b>

**Total Budget Request**

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$2,295</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>

**Fund Summary**

**Fund Source**

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0890 - Federal Trust Fund	0	2,295	2,242	2,242	2,242	2,242
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$2,295</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$2,295</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>

**Program Summary**

**Program Funding**

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4270020 - Child Care	0	2,295	2,242	2,242	2,242	2,242
<b>Total All Programs</b>	<b>\$0</b>	<b>\$2,295</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>	<b>\$2,242</b>

## Personal Services Details

### Positions

Positions	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
-	0.0	0.0	0.0	0.0	0.0	0.0
1282 - Legal Secty (Eff. 07-01-2026)	0.0	1.0	1.0	1.0	1.0	1.0
5780 - Attorney IV (Eff. 07-01-2026)	0.0	2.0	2.0	2.0	2.0	2.0
<b>Total Positions</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

### Salaries and Wages

Salaries and Wages	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
-	0	661	661	661	661	661
1282 - Legal Secty (Eff. 07-01-2026)	0	62	62	62	62	62
5780 - Attorney IV (Eff. 07-01-2026)	0	328	328	328	328	328
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>\$1,051</b>

### Staff Benefits

Staff Benefits	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5150150 - Dental Insurance	0	11	11	11	11	11
5150200 - Disability Leave - Industrial	0	11	11	11	11	11
5150350 - Health Insurance	0	102	102	102	102	102
5150400 - Life Insurance	0	11	11	11	11	11
5150450 - Medicare Taxation	0	23	23	23	23	23
5150500 - OASDI	0	72	72	72	72	72
5150630 - Retirement - Public Employees - Miscellaneous	0	335	335	335	335	335
5150750 - Vision Care	0	11	11	11	11	11
5150800 - Workers' Compensation	0	13	13	13	13	13
5150900 - Staff Benefits - Other	0	118	118	118	118	118
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$707</b>	<b>\$707</b>	<b>\$707</b>	<b>\$707</b>	<b>\$707</b>

Total Personal Services

Total Personal Services		FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Personal Services</b>		\$0	\$1,758	\$1,758	\$1,758	\$1,758	\$1,758



## A. Problem Statement

The Senate Bill (SB) 582 legislation authorizes facilities specified in Health and Safety Code (HSC) Section 1796.80 to request an inactive license status if the facility becomes nonoperational due to destruction, significant damage, or prolonged closure as a result of a state or federal emergency declaration, federal disaster declaration or a federal fire management assistance declaration. The affected facility must notify CDSS that it intends to seek an inactive license status and that it plans to be operational again by being rebuilt or reopened. They must notify CDSS within 90 days of the applicable disaster declaration, but the department may extend the time to submit a request for inactive license status, subject to department approval.

If a facility is made nonoperational due to destruction, significant damage or prolonged closure, obtains an inactive license status, and will be rebuilt for the same purpose, the Department may waive the annual or biennial state licensing fees, as applicable on a year-by-year basis.

SB 582 will add several sections of Health and Safety Code which will allow residential care facilities for the elderly (RCFE), residential care facilities for persons with chronic, life-threatening illness, medical foster homes for veterans and any community care facility that serve adults or children as specified in the chapter to request an inactive license status for any other period of inactivity in the operation of the facility.

The bill amends [Section 1569.695](#) of the Health and Safety Code related to residential care facilities for the elderly (RCFEs). This Health and Safety Code amendment encourages facilities to provide a copy of their emergency and disaster plan to the medical health operational area coordinator (MHOAC) as described in [HSC Section 1797.153](#).

### Resource History (Dollars in thousands)

Program Budget	PY - 3	PY - 2	PY-1	PY	CY
Actual Expenditures	\$62.4M	\$63.7M	\$69.1M	\$72.4M	N/A
Authorized Positions	559.9	558	559.0	567	571
Filled Positions	490	482	481.6	532	536
Vacancies	69.9	76	77.4	35	35

**Workload History** (only include workload measures relevant to the request for resources.)

Workload Measure	PY - 3	PY - 2	PY-1	PY	CY
e.g., Applications Received, Applications Processed, Call Volume, Site Visits, Audits, Stakeholder Meetings, Hearings, etc.	N/A	N/A	N/A	N/A	N/A

**B. Justification**

The requirements of Senate (SB) 582 will significantly increase the Department's workload, exceeding its current capacity. Additional funding is required to align existing authority with the bill's intended language, develop regulations, update training materials, revise internal policies and procedures, provide technical assistance to licensees and update and maintain departmental databases.

The funding equivalent of:

- One (1.0) Analyst II for two years is being requested by the Child Care Program (CCP),
- One (1.0) Analyst II for two years is being requested by the Policy, Training, and Quality Improvement Branch (PTQIB)
- Two (2.0) Analyst IIs for two years are being requested by the Adult and Senior Care Program (ASCP)
- One (1.0) RDA II is being requested by the Information Technology Liaison Bureau (ITLB) to support the work in this bill.

CLASSIFICATION:	NUMBER OF POSITION EQUIVALENTS:
Analyst II (2-years)	4.0
RDA II	1.0
<b>TOTAL</b>	<b>5.0</b>

The CCP analyst will be required for regulatory development and alignment with existing authority. Currently, if a child care facility is unable to re-open after a disaster or continue to provide care for any reason, they may request an inactive license status under Health and Safety Code [HSC Section 1596.8535](#). Additionally, Government Code Section [GOV Section 11009.5](#) provides CDSS the ability to issue a reduction or waiver of any fees required by the agency to obtain a license, renew a license or activate/reactivate a license, in the case of displacement or economic hardship, as a result of a declared federal emergency or an emergency as defined by [GOV Section 8558](#). The analyst will need to align existing codes with the intended language of the bill and the new sections of Health and Safety Code to prevent duplication or conflict with current processes. The analyst would also be required to update forms, Provider Information Notices (PINs) and Regional Office Memos (ROMs) and update inspection tools and procedures. PINs and ROMs are necessary to inform regional office staff and CCLD-licensed facility licensees of the process for requesting an inactive license status and the process of requesting a fee waiver during an emergency or disaster.

The PTQIB limited term analyst will be required to support the implementation of Senate Bill (SB) 582 within the Adult and Senior Care Program (ASCP). The new legislation introduces significant changes that necessitate comprehensive regulatory development for general inactive status and inactive status for emergencies and disasters (which includes initial requests, extensions, reactivations, fee waivers, tracking timeframes, etc.), program procedural alignment, and communication to both internal and external partners. The analyst will be responsible for developing and coordinating the implementation of regulations, ensuring that ASCP policies, procedures, and inspection practices are consistent with statutory requirements.

Specific duties will include drafting Provider Information Notices (PINs) and Regional Office Memos (ROMs) to deliver timely and accurate guidance to field staff and licensees; developing forms and protocols to reflect new requirements; and supporting the rulemaking process through research, drafting, and promulgation of new and amended regulations. As part of the regulation development process, the analyst will initially draft the Interim Licensing Standards (ILS) to implement SB 582 requirements prior to the adoption of permanent regulations. The analyst will also collaborate closely with legal and program staff to ensure consistency, alignment, and compliance across all operational areas impacted by SB 582.

Funding for two (2.0) ASCP analysts will be required for two years to track the number of non-operational facilities, provide technical assistance to licensees and assist with re-opening after a disaster.

The ITLB analyst will be required to make sure that the department's Facility Management System (FMS) database is designed, and maintained, to facilitate efficient data use and the generation of required reports. In addition to managing the data within the FMS system, the RDA will develop and distribute reports mandated by the legislation. The RDA will also develop business intelligence tools to create and maintain dashboards that monitor facility licensing status during and after disasters as well as collaborate with Agency partners (e.g., California Department of Public Health, Department of Health Care Services, and local partners to allow for data sharing, timely submissions, and response reporting.

### **C. Departmentwide and Statewide Considerations**

In response to the wildfires that devastated the Los Angeles area in January of 2025, the bill is attempting to facilitate the recovery and rebuilding of state-licensed care facilities, that are destroyed or become non-operational as a result of a declared disaster, as quickly as possible. This aligns with CDSS' mission "to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities" by providing licensing flexibilities to CCLD-licensed facilities during times of disaster, which is when the populations being served are at their most vulnerable.

Previous legislation was enacted to alleviate fees during an emergency or disaster. [SB 601](#) added [Section 11009.5](#) to the Government Code which allows for a state agency that issues any business license to establish a process for a person or business that is experiencing economic hardship as a result of an emergency to submit an application and that the agency may grant a reduction or waiver of licensing fees. For specified facilities that obtain an inactive license status, and are being rebuilt for the same purpose, SB 582 allows the Department to waive, in whole or in part, the annual fees on a year-by-year basis. This ability to provide a fee waiver in response to licensees experiencing nonoperational facility conditions due to destruction, significant damage, or prolonged closure, in the specific cases of federal and state emergencies would provide new circumstances for granting fee waiver support to licensees.

#### **D. Outcomes and Accountability**

With the addition of this funding, it is expected that CCLD licensees will be well-informed of the procedures for requesting an inactive license status, they will know if they may qualify for a fee waiver and understand the procedure for how to request one.

RCFEs will have a clear understanding of the procedure for submitting their disaster plan to the MHOAC, and the MHOAC will be able to use that information to coordinate local disaster response.

It is anticipated that the technical assistance that will be provided to licensees will create a smoother process for facilities to reopen following an emergency or disaster.

The Department will be able to track the number of facilities that are inactive/non-operational due to disasters and will be able to follow up with these facilities to prevent many facilities that remain inactive for years without any action toward reopening. This will help the Department to have accurate data on the number of open and active care facilities in the state.

**Projected Outcomes**

<b>Workload Measure</b>	<b>CY</b>	<b>BY</b>	<b>BY+1</b>	<b>BY+2</b>	<b>BY+3</b>	<b>BY+4</b>
Regulatory development and alignment with existing authority.	N/A	Recruiting and hiring for positions	Work to align existing codes with the intended language of SB 582. Develop regulation packet as needed to implement or clean up regulations related to inactive status and fee waivers.	Continue regulatory process until regulation packet is completed and submitted to Office of Administrative Law (OAL).	N/A	N/A
Update Inspection Tools and procedures	N/A	Recruiting and hiring for positions	Make sure FAS and other databases are updated with relevant codes.	Provide training and procedures for field staff to make sure they are utilizing updated and relevant codes.	N/A	N/A
PINs/ROMs	N/A	Recruiting and hiring for positions	Developing and publishing PINs/ROMs to clarify the process of requesting inactive status and/or a fee waiver related to a disaster or emergency.	Providing technical assistance and responding to questions from regional offices or licensees related to the PINs/ROMs.	N/A	N/A

Procedures and Guidelines for submitting disaster plan to MHOAC	N/A	Recruiting and hiring for positions	Develop regulation packet to outline guidelines and procedures for facilities to submit their disaster plan to the MHOAC.	Continue regulatory process until regs packet is completed and submitted to Office of Administrative Law (OAL).	N/A	N/A
Assist with reopening after a disaster	N/A	Recruiting and hiring for positions	Track number of non-operational facilities and provide technical assistance for facilities that are reopening after a disaster.	Complete reopening inspections as needed and provide continued technical assistance for facilities that are reopening.	N/A	N/A
Facilitate effective data management in FMS	N/A	Recruiting and hiring for positions	Make sure FMS data architecture is designed to facilitate efficient data use and generation of required reports.	Ongoing management of data within FMS and distribution of required reports.	Ongoing management of data within FMS and distribution of required reports.	Ongoing management of data within FMS and distribution of required reports.

**E. Implementation Plan** *(Provide key milestones, deliverables, and timeline for implementation)*

The relevant Health and Safety Code additions and amendments will become effective January 1, 2026. Therefore, facilities will be able to utilize the related licensing flexibility during any declared state of emergency, federal emergency declaration, federal major disaster declaration, or federal fire management assistance declaration that occurs on or after January 1, 2026.

Once approved, regulatory development will need to begin right away to avoid conflict with current processes and make sure the policies and procedures for requesting an inactive license status and/or fee waiver are clear for CCLD licensees. Interim licensing standards can be issued promptly to minimize confusion and streamline procedures during an emergency or disaster period. In addition to regulatory development, PINs and ROMs will need to be created swiftly to make sure the field and staff are informed of these flexibilities during times of disaster and to outline the procedures that must be followed.

The department's Facility Management System (FMS) database will be designed or updated to effectively track data related to inactive facilities and create necessary reports.

**F. Supplemental Information (If Applicable)**

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
CHILD CARE PROGRAM  
1.0 ANALYST II**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORK-LOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF BEING REQUESTED</b>
<b>100</b>	Develop and/or revise regulations and written directives based on program, legislative and stakeholder needs. Meet with stakeholders, both internal and external, other state agencies, advocates, etc. Prepare a work plan, draft the Notice of Anticipated Regulatory Activity, draft regulatory language and statement of reasons. Attend public hearings and respond in writing to all public comments.	1 regulation package/Written Directives	540	Based on program experience and taking into consideration the complexity of the specific regulations and the regulatory process.	<b>540</b>	<b>1.0 ANALYST II</b>
<b>101</b>	Prepare detailed written communication to assist with the implementation of enacted legislation. Assist in the production of the program's Quarterly Updates, such as writing articles related to assignments to assist with implementation.	2	18	Based on program experience and duty statement.	<b>36</b>	<b>1.0 ANALYST II</b>
<b>102</b>	Collaborate with program trainers in development of training modules that include power point presentation and handouts for participants. Act as a	2 training packages	78	Training of field staff will be required as new laws and regulations become effective.	<b>156</b>	<b>1.0 ANALYST II</b>

	resource for policy/procedural questions raised at the training.					
<b>103</b>	Coordinate with project managers and write analytical reports documenting post-implementation assessments such as program evaluation results, progress reports and/or time-line resource requirements for projects. Analyze program implementation results and prepare recommendations for improvements. Create and regularly update forms, develop resources and tools for dissemination to field staff and stakeholders.	10	42	Based on program experience and duty statement.	<b>420</b>	<b>1.0 ANALYST II</b>
<b>104</b>	Attend meetings, conferences and participate in workgroups of both internal and external stakeholders relevant to areas of responsibility on behalf of the Department.	3 per week	1 hour per meeting	Based on a minimum of one meeting per week with internal and/or external stakeholders; other state departments, legislative hearings, etc.	<b>156</b>	<b>1.0 ANALYST II</b>
<b>105</b>	Respond to requests from field staff, providers, consumers, advocates, the media and stakeholders. Field questions and draft responses to sensitive issues for upper management as needed. Develop a written interpretation of clarification for publication in the Evaluator Manual.	240	2.0/inquiry	Based on program experience.	<b>480</b>	<b>1.0 ANALYST II</b>
				<b>TOTAL</b>	<b>1778</b>	<b>1.0 ANALYST II</b>

						Position Equivalent
--	--	--	--	--	--	------------------------

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
POLICY DEVELOPMENT BUREAU  
1.0 ANALYST II**

<b>TASK I.D.#</b>	<b>ACTIVITY /TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOT AL HOU</b>	<b>STAFF REQUESTED</b>
<b>100</b>	<b>Update Regulations-</b> Promulgate regulations for ASCP to establish procedures for establishing an inactive license status, waiving fees, and reopening a facility that has been granted inactive status. This will include collaboration with the Office of Regulation Development and the Office of Administrative Law. This also includes collaboration with external partners who will provide input on each draft of the regulations.	<b>1</b>	<b>790</b>	Current and past experience	<b>790</b>	<b>ANALYST II</b>
<b>101</b>	<b>Create Forms-</b> Create forms to request inactive status when a facility is nonoperational due to its destruction, significant damage, or prolonged closure due to an emergency or disaster, or for any other period of inactivity in the operation of the facility as specified in HSC Sections 15-12-01, 15-12-02, 15-12-03, 15-12-04, 15-12-05, 15-12-06, 15-12-07, 15-12-08, 15-12-09, 15-12-10, 15-12-11, 15-12-12, 15-12-13, 15-12-14, 15-12-15, 15-12-16, 15-12-17, 15-12-18, 15-12-19, 15-12-20, 15-12-21, 15-12-22, 15-12-23, 15-12-24, 15-12-25, 15-12-26, 15-12-27, 15-12-28, 15-12-29, 15-12-30, 15-12-31, 15-12-32, 15-12-33, 15-12-34, 15-12-35, 15-12-36, 15-12-37, 15-12-38, 15-12-39, 15-12-40, 15-12-41, 15-12-42, 15-12-43, 15-12-44, 15-12-45, 15-12-46, 15-12-47, 15-12-48, 15-12-49, 15-12-50, 15-12-51, 15-12-52, 15-12-53, 15-12-54, 15-12-55, 15-12-56, 15-12-57, 15-12-58, 15-12-59, 15-12-60, 15-12-61, 15-12-62, 15-12-63, 15-12-64, 15-12-65, 15-12-66, 15-12-67, 15-12-68, 15-12-69, 15-12-70, 15-12-71, 15-12-72, 15-12-73, 15-12-74, 15-12-75, 15-12-76, 15-12-77, 15-12-78, 15-12-79, 15-12-80, 15-12-81, 15-12-82, 15-12-83, 15-12-84, 15-12-85, 15-12-86, 15-12-87, 15-12-88, 15-12-89, 15-12-90, 15-12-91, 15-12-92, 15-12-93, 15-12-94, 15-12-95, 15-12-96, 15-12-97, 15-12-98, 15-12-99, 15-12-100.	<b>1</b>	<b>400</b>	Current and past experience	<b>400</b>	<b>ANALYST II</b>
<b>102</b>	<b>Publish Provider Information Notices (PIN)-</b> Publish PINs to make regulated community aware of changes in law related to passage of SB 582 (i.e., new inactive status and updated requirement to encourage providing copy of emergency and disaster plan to MHOAC). These will include PINs to provide notification of passage of SB 582, provide notice of promulgation of regulations once finalized, and provide notice of updated forms being available for use.	<b>1</b>	<b>280</b>	Current and past experience	<b>280</b>	<b>ANALYST II</b>

103	<b>Publish Regional Office Memos (ROM)-</b> Publish ROMs to make CCLD field staff aware of changes in law related to passage of SB 582 (i.e., new inactive status and updated requirement to encourage providing copy of emergency and disaster plan to MHOAC). These will include ROMs to provide notification of implementation of SB 582 and to provide notice of updated forms being available for use.	1	280	Current and past experience	280	<b>ANALYST II</b>
104	<b>Outreach to External Partners-</b> Provide outreach to external partners, as needed, to provide updates related to the passage of SB 582. This will include providing updates to the provider and advocate community during quarterly meetings and other outreach opportunities.	1	50	Current and past experience	50	<b>ANALYST II</b>
				<b>TOTAL</b>	<b>1,800</b>	<b>1.0 ANALYST II</b> Position Equivalent

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
ADULT AND SENIOR CARE PROGRAM  
CENTRALIZED APPLICATIONS BUREAU  
1.0 ANALYST II**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
<b>100</b>	Collects statewide statistics and performs other tasks designed to provide management with operational information. Analyzes information and develops reporting and data collection as necessary.	1	810	Current and past experience	810	Analyst II
<b>101</b>	Compiles enforcement records for statewide licensees and prepares management reports to identify systemic noncompliance including patterns and trends. Tracks plans of correction and identifies corrective action taken by licensees and determines whether it was effective in ensuring sustained compliance.  The analyst is assigned responsibility for processing applications and licensing community care facilities which include day care programs for adults and residential programs for adults and seniors who require care and supervision because of age, physical, mental and/or developmental disabilities.	1	720	Current and past experience	720	Analyst II
<b>102</b>	Processes all applications for Adult and Senior Care Program facilities. Analyzes requests for exceptions to, or waivers of, regulatory requirements and prepares a documented recommendation for approval or denial. Consults with and provides technical assistance to each applicant	1	180	Current and past experience	180	Analyst II

	and the general public throughout the application process.					
<b>103</b>	Special projects as assigned.	1	90	Current and past experience	90	Analyst II
				<b>TOTAL</b>	<b>1,800</b>	<b>1.0 Analyst II Position Equivalent</b>

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
ADULT AND SENIOR CARE PROGRAM  
STAFF DEVELOPMENT UNIT  
1.0 ANALYST II**

<b>TASK I.D. #</b>	<b>ACTIVITY / TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
<b>100</b>	Works directly with Adult and Senior Care Program (ASCP) management, to conduct complex and detailed analytical research for program related to internal processes, procedures (e.g., internet, library) and to retrieve and compile information and data for projects and assignments and develops training modules that meet legislative requirements.	1	540	Current and past experience	540	Analyst II
<b>101</b>	Provides regular statewide training to Regional Offices and the Centralized Applications Bureau on Department and category-specific matters; serves as contact liaison to coordinate communication between the Program Office and the Regional Office to provide program information, responds to questions, and addresses any issues/concerns. Provides rapid response to questions from staff in the field where the outcome may have a direct impact on the health and safety of adults and seniors in residential facilities; and provides the ASCP with immediate technical assistance relative to program operations.	1	540	Current and past experience	540	Analyst II
<b>102</b>	Prepares, Coordinates and delivers category-specific training for the Licensing Program Analyst (LPA) Academy (80 hours); uses training methods such as webinars, videos, DVDs, and	1	360	Current and past experience	360	Analyst II

	SharePoint collaborations as enhancements to core adult and senior care residential training programs; and, works with Central Training Section and provides ASCP field input. Maintains quality assurance follow up on trained material to ensure effectiveness.					
<b>103</b>	Conducts research, analysis and development for ongoing training need assessments in the ASCP and makes recommendations to improve and streamline staff training.	1	270	Current and past experience	270	Analyst II
<b>104</b>	Other duties as required, such as one-on-one training and delivery with LPAs.	1	90	Current and past experience	90	Analyst II
				<b>TOTAL</b>	<b>1,800</b>	<b>1.0 Analyst II Position Equivalent</b>

**WORKLOAD ANALYSIS  
FISCAL YEAR 2026-2027  
COMMUNITY CARE LICENSING DIVISION  
INFORMATION TECHNOLOGY LIASON BUREAU  
1.0 RESEARCH DATA ANALYST II**

<b>TASK I.D.#</b>	<b>ACTIVITY /TASK NAME DESCRIPTION</b>	<b>UNITS</b>	<b>HOURS/ UNITS</b>	<b>BASIS FOR WORKLOAD</b>	<b>TOTAL HOURS</b>	<b>STAFF REQUESTED</b>
100	<b>Disaster Impact Data Collection and Reporting</b>	52	8	Collect, validate, and compile data on facilities affected by emergencies/disasters under SB 582. Perform complex research and data analysis and provide recommendations and findings to internal and external stakeholders. Make sure reporting is accurate, complete, and in compliance with established standards.	416 Hours	1.0 RDA II
101	<b>Dashboard Development and Analytics</b>	52	8.5	Develop business intelligence tools to create and maintain dashboards that monitor facility licensing status during and after disasters. Provide trend analysis, visualizations, and quarterly updates.	442 hours	1.0 RDA II
102	<b>Interagency Coordination and Stakeholder Reporting</b>	52	6.5	Coordinate with California Department of Social Services, California Department of Public Health, Department of Health Care Services, and local partners to allow for data sharing, timely submissions, and response reporting. Address inquiries and provide technical guidance.	338 hours	1.0 RDA II

103	<b>Compliance, Quality Assurance, and Advanced Analytics</b>	52	10.9	Conduct compliance audits, verify accuracy of data, forecast recovery timelines and impacts (e.g., fee waivers, facility reopenings), perform predictive analytics, and refine data quality standards. Provide analytic reports to leadership and assess the legislative impacts of SB 582.	582 hours	1.0 RDA II
<b>TOTAL</b>					1778 hours	1.0 RDA II Position Equivalent

# BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Licensing During Emergency Disasters (SB 582)

BR Name: 5180-087-BCP-2026-GB

Budget Request Summary

## Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Salaries and Wages	0	414	414	90	90	90
Earnings - Permanent						
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$414</b>	<b>\$414</b>	<b>\$90</b>	<b>\$90</b>	<b>\$90</b>
Total Staff Benefits	0	285	285	61	61	61
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$699</b>	<b>\$699</b>	<b>\$151</b>	<b>\$151</b>	<b>\$151</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5301 - General Expense	0	35	15	3	3	3
5302 - Printing	0	5	5	1	1	1
5304 - Communications	0	10	10	2	2	2
5306 - Postage	0	5	5	1	1	1
5320 - Travel: In-State	0	15	15	3	3	3
5322 - Training	0	10	10	2	2	2
5324 - Facilities Operation	0	45	45	9	9	9
5326 - Utilities	0	5	5	1	1	1
5344 - Consolidated Data Centers	0	60	60	12	12	12
5346 - Information Technology	0	45	45	9	9	9
539X - Other	0	5	5	1	1	1
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$240</b>	<b>\$220</b>	<b>\$44</b>	<b>\$44</b>	<b>\$44</b>

**Total Budget Request**

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$939</b>	<b>\$919</b>	<b>\$195</b>	<b>\$195</b>	<b>\$195</b>

**Fund Summary**

**Fund Source**

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0001 - General Fund	0	939	919	195	195	195
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$939</b>	<b>\$919</b>	<b>\$195</b>	<b>\$195</b>	<b>\$195</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$939</b>	<b>\$919</b>	<b>\$195</b>	<b>\$195</b>	<b>\$195</b>

**Program Summary**

**Program Funding**

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4275019 - Children and Adult Services and Licensing	0	939	919	195	195	195
<b>Total All Programs</b>	<b>\$0</b>	<b>\$939</b>	<b>\$919</b>	<b>\$195</b>	<b>\$195</b>	<b>\$195</b>

## Personal Services Details

### Salaries and Wages

Salaries and Wages	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5393 - Assoc Govtl Program Analyst (Eff. 07-01-2026)(LT 07-01-2028)	0	324	324	0	0	0
5731 - Research Data Analyst II (Eff. 07-01-2026)(LT 07-01-2029)	0	90	90	90	0	0
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$414</b>	<b>\$414</b>	<b>\$90</b>	<b>\$0</b>	<b>\$0</b>

### Staff Benefits

Staff Benefits	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5150150 - Dental Insurance	0	5	5	1	1	1
5150200 - Disability Leave - Industrial	0	5	5	1	1	1
5150350 - Health Insurance	0	41	41	9	9	9
5150400 - Life Insurance	0	5	5	1	1	1
5150450 - Medicare Taxation	0	10	10	2	2	2
5150500 - OASDI	0	30	30	6	6	6
5150630 - Retirement - Public Employees - Miscellaneous	0	133	133	29	29	29
5150750 - Vision Care	0	5	5	1	1	1
5150800 - Workers' Compensation	0	5	5	1	1	1
5150900 - Staff Benefits - Other	0	46	46	10	10	10
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$285</b>	<b>\$285</b>	<b>\$61</b>	<b>\$61</b>	<b>\$61</b>

### Total Personal Services

Total Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$699</b>	<b>\$699</b>	<b>\$151</b>	<b>\$61</b>	<b>\$61</b>



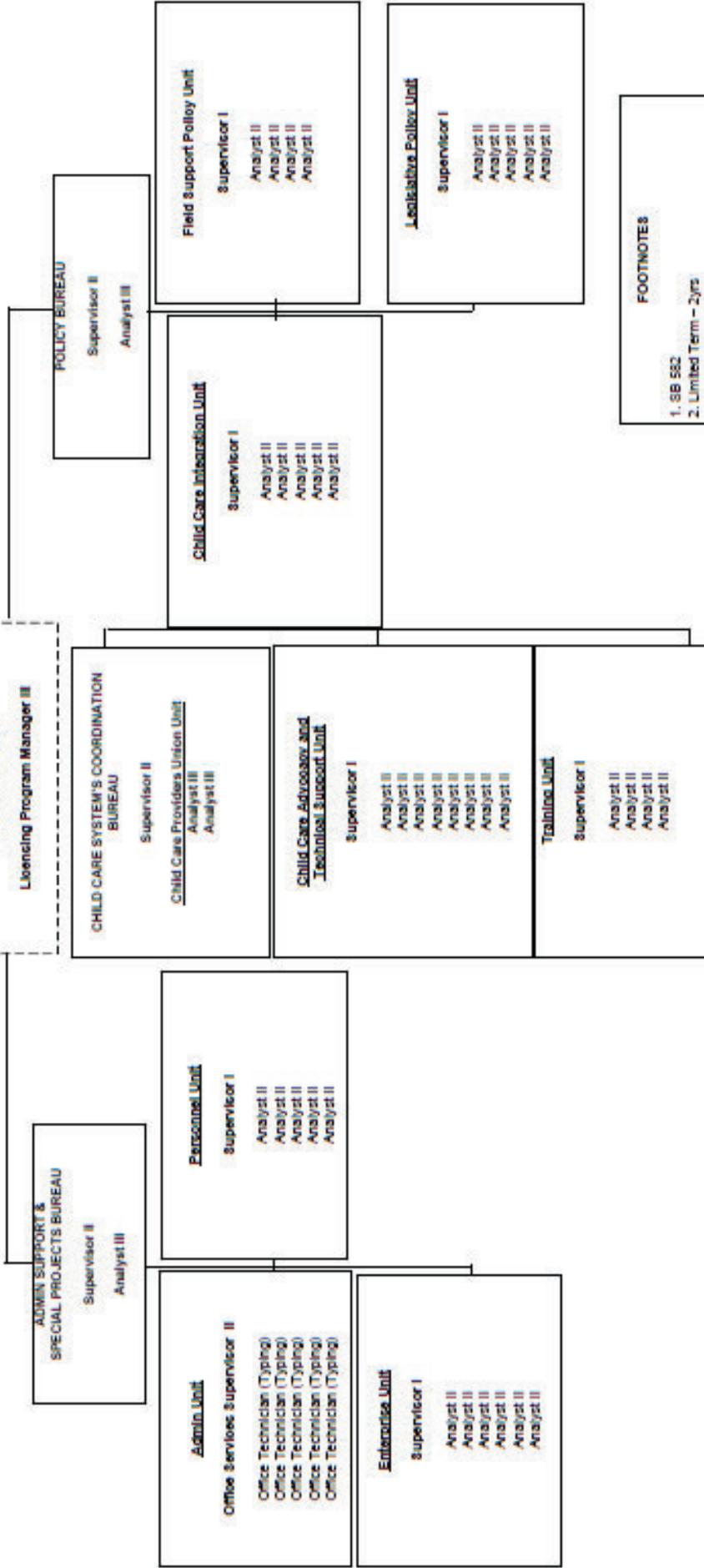
**CURRENT**  
 FY 25/26  
 SB 582 Health and Care  
 Facilities: Licensing during  
 Emergencies or Disasters

**DEPARTMENT OF SOCIAL SERVICES  
 COMMUNITY CARE LICENSING DIVISION  
 CHILD CARE PROGRAM OFFICE  
 December 2025**

APPROVED:

Lya Johnson, Acting Program Administrator

REGION ONE OFFICES AND  
 PROGRAM OFFICE  
 Licensing Program Manager III



**FOOTNOTES**  
 1. SB 582  
 2. Limited Term – 2yrs



**PROPOSED**  
**FY 25/26**  
**SB 582 Health and Care**  
**Facilities: Licensing during**  
**Emergencies or Disasters**

**DEPARTMENT OF SOCIAL SERVICES**  
**COMMUNITY CARE LICENSING DIVISION**  
**CHILD CARE PROGRAM OFFICE**  
 December 2025

APPROVED:

Lya Johnson, Acting Program Administrator

REGION ONE OFFICES AND PROGRAM OFFICE

Licensing Program Manager III

**ADMIN SUPPORT & SPECIAL PROJECTS BUREAU**  
 Supervisor II  
 Analyst III

**CHILD CARE SYSTEM'S COORDINATION BUREAU**  
 Supervisor II  
 Child Care Providers Union Unit  
 Analyst III  
 Analyst III

**Personnel Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II

**Admin Unit**  
 Office Services Supervisor II  
 Office Technician (Typing)  
 Office Technician (Typing)  
 Office Technician (Typing)  
 Office Technician (Typing)  
 Office Technician (Typing)

**Enterprise Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II

**Child Care Advocate and Technical Support Unit**  
 Supervisor I  
 Analyst III  
 Analyst III  
 Analyst III  
 Analyst III  
 Analyst III  
 Analyst III

**Training Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II

**POLICY BUREAU**  
 Supervisor II  
 Analyst III

**Child Care Integration Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II

**Field Support Policy Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II (1)(2)

**Legislative Policy Unit**  
 Supervisor I  
 Analyst II  
 Analyst II  
 Analyst II  
 Analyst II

**FOOTNOTES**

1. SB 582
2. Limited Term – 2yrs





**CALIFORNIA DEPARTMENT  
OF SOCIAL SERVICES  
COMMUNITY CARE  
LICENSING DIVISION  
ORGANIZATION CHART  
JANUARY 2026 PROPOSED**

**APPROVED:**

**IA LO, Program Administrator**

**FIELD SUPPORT PROGRAM  
Manager II**

**STAFF DEVELOPMENT UNIT**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
**Analyst II**

**PROGRAM CLINICAL CONSULTING UNIT  
North**  
Nurse Evaluator III

Nurse Evaluator II  
Nurse Evaluator II  
Nurse Evaluator II  
Nurse Evaluator II  
Nurse Evaluator II

**PROGRAM CLINICAL CONSULTING UNIT  
South**  
Nurse Evaluator III

Nurse Evaluator II  
Nurse Evaluator II  
Nurse Evaluator II  
Nurse Evaluator II

**TECHNICAL SUPPORT PROGRAM**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II

**CENTRALIZED APPLICATIONS BUREAU**  
Supervisor II

**CENTRALIZED APPLICATIONS UNIT – A**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst I

**CENTRALIZED APPLICATIONS UNIT – B**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst II

**CENTRALIZED APPLICATIONS UNIT – C**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
**Analyst II**  
Office Technician (Typing)  
Seasonal Clerk

**CENTRALIZED APPLICATIONS UNIT – D**  
Supervisor I  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst II  
Analyst I

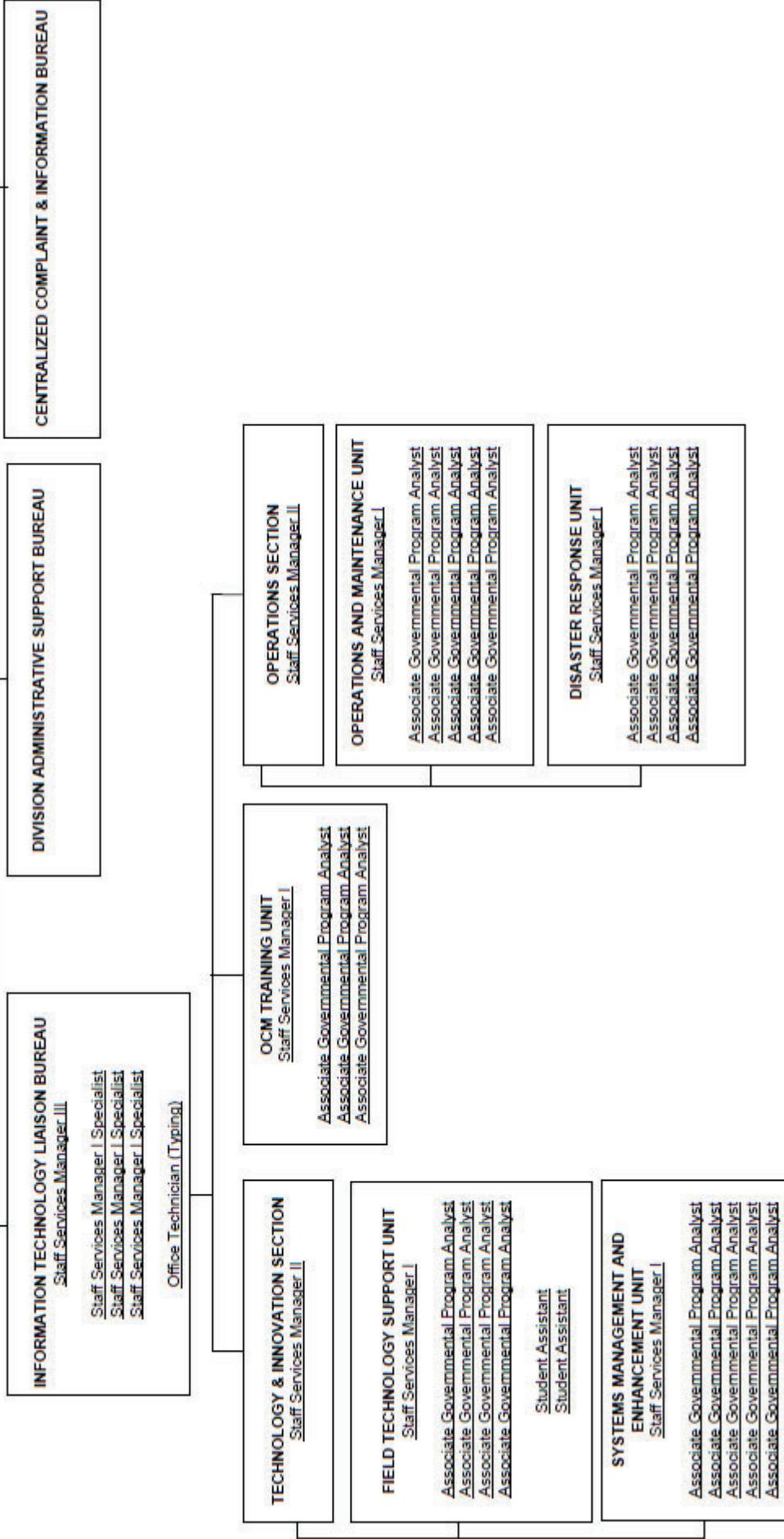


CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
ORGANIZATION CHART SEPTEMBER 2025  
**CURRENT**

CENTRAL OPERATIONS BRANCH  
CEA

APPROVED:

Ilyas Hussein, Branch Chief





CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
ORGANIZATION CHART SEPTEMBER 2025  
**PROPOSED**

CENTRAL OPERATIONS BRANCH  
CEA

APPROVED:  
Ilyas Hussein, Branch Chief

CENTRALIZED COMPLAINT & INFORMATION BUREAU

DIVISION ADMINISTRATIVE SUPPORT BUREAU

INFORMATION TECHNOLOGY LIAISON BUREAU  
Staff Services Manager, III  
Staff Services Manager, I Specialist  
Staff Services Manager, I Specialist  
Staff Services Manager, I Specialist  
Office Technician (Typing)

TECHNOLOGY & INNOVATION SECTION  
Staff Services Manager, II

FIELD TECHNOLOGY SUPPORT UNIT  
Staff Services Manager, I  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Student Assistant  
Student Assistant

OCM TRAINING UNIT  
Staff Services Manager, I  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst

OPERATIONS SECTION  
Staff Services Manager, II

OPERATIONS AND MAINTENANCE UNIT  
Staff Services Manager, I  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst

DISASTER RESPONSE UNIT  
Staff Services Manager, I  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
**Research Data Analyst, II**

SYSTEMS MANAGEMENT AND ENHANCEMENT UNIT  
Staff Services Manager, I  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst  
Associate Governmental Program Analyst