

State Council on Developmental Disabilities

Administration

Deputy Director, Regional Planning & Operations

DUTY STATEMENT

CURRENT PROPOSED

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| **Classification Title**  Career Executive Assignment, Level A | **Division**  Administration |
| **Working Title**  Deputy Director of Planning & Regional Office Operations | **Office/Unit**  Headquarters/Regional Operations |
| **Position Number**  792-114-7500-001 | **Effective Date** |
| Name | **COI Classification**  **YES**  **NO**  1 No |

**SCDD MISSION AND VISION:**

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by federal and state law to pursue systemic change, capacity-building, and advocacy to promote a person-centered consumer and family-based system of services and supports for people with intellectual/developmental disabilities (I/DD). The goal of the federal law is to enable people with I/DD to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, appointed by the Governor*.* The incumbent, as part of SCDD’s Headquarters Team, helps the Council fulfill its specific statutory mandates under the federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC §15001, *et seq.)* and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code §4500, *et. seq.).*

**GENERAL STATEMENT:**

SCDD exists in federal and state law to engage advocacy, systems changes, and capacity building activities to promote the self-determination, independence, productivity, integration, and inclusion of people with intellectual and developmental disabilities into all aspects of community life.

Under the general direction of the Executive Director, the Deputy Director of Planning and Regional Office Operations is the lead position fulfilling the department’s federal and state mission for systems change and capacity building. This position involves the systemic identification and removal of barriers that keep people with I/DD from living integrated lives in the community. The incumbent will represent the SCDD externally to build partnerships and advance the work of the SCDD; and will provide strategic and visionary guidance to the SCDD Executive Director.

**ESSENTIAL FUNCTIONS:**

40% Provide overall leadership and management of the regional activities of the twelve regional offices as it relates to identifying system barriers to full integration of people with intellectual and/or developmental disabilities into community life. Serve as the expert resource for regional staff on solving systemic barriers. Direct regional activities in developing and carrying out the Work Plan for the contract with the federal government, known as the State Plan. Responsible for the establishment and oversight of operational procedures for all twelve Regional Offices.. Responsible for participating in all policy development, planning, and evaluation activities for the Council as required under federal and state law to execute the State Plan.

25% Provide direct supervision to the State Plan and Self Advocacy Manager, and 12 Regional Managers, while providing functional leadership for administrative issues related to the overall operation of the Regional Offices. Provide oversight of the Regional Office budgets and personnel functions in consultation with the Personnel and Budget Officer. Oversight of all Regional Office hiring and training programs, with direct responsibility for hiring, training, mentoring, evaluating, and performance management of all Regional Operations management level positions. Provide oversight of the development and implementation of internal processes and procedures for Regional Operations including the Implementation of the State Plan. These services require timely and coordinated communication and exchange of information among all Regional Advisory Committee members and Regional Office Operations staff.

25% Policy Influence:

National Standards

* Revise outcome performance measures to be use by the federal funding source.
* Develop methodology for nationally estimating the prevalence of IDD

State Standards

* Responsible for creating statewide policies to implement national standards for system change and capacity building among advocates, as required in the State Plan.
* Establish performance expectations for how regional offices will meet the requirements of the State Plan.
* Create evaluation standards for performance in the State Plan and activity measurements.
* Lead purchase-of-service data reviews among regional centers to identify variations leading to disparities.
* Create statewide solutions to systemic issues.

Administrative

* Establish administrative policies for regional offices, including policies for volunteers and interns.
* Create operating policies for regional managers to manage within regional budget allocations.
* Establish statewide staffing patterns.
* Review Regional Office locations, lease agreements, boundaries and service delivery areas to find ways to streamline operations, when necessary, in order to achieve cost savings and increased operational efficiencies.

10% Perform in-depth analysis of complex programs and their policy implications to organize and integrate ideas and plans. Provide on-going support to the staff of the Regional Offices to resolve common problems, successful coordination, and fostering the exchange of information including, but not limited to timely strategic planning. Effectively coordinate the efforts of all Regional Offices for successful implementation of the State Plan through systems advocacy, capacity building and systemic changes.

**INDEPENDENCE OF ACTION AND CONSEQUENCES:**

The Deputy Director of Planning and Regional Office Operations is critical to the success of the organization since this position is responsible for evaluation, monitoring and rights assurance under state and federal law. Failure to effectively perform these responsibilities may jeopardize compliance with State and Federal law and the continued existence of the organization would be at risk.

**KNOWLEDGE AND ABILITIES:**

**Knowledge** of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques or organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department’s or agency’s Equal Employment Opportunity Objectives, and the Deputy’s role in the equal employment opportunity program. The Deputy Director is knowledgeable about the developmental disabilities service system; experienced in State budget development, implementation and fiscal management, be familiar with laws, regulations, budgets and their associated processes; perform tasks that involve investigative and technical analytical work; familiar with evaluation techniques and use of data for evaluation and public policy; Expert in reviewing and editing complex technical reports; able to develop consensus among diverse groups through negotiation; articulate both verbally and in writing the positions of the Council; able maintain a positive working relationship with all components of the public and private advocacy systems including the State administration and Legislature, able to travel and work extended hours; and function effectively and cooperatively as an integral part of a creative professional organization.

**Ability** to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrates the activities of a diverse program to attain common goals. Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters. Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.

Ability to perform high administrative and policy-influencing functions effectively. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Officer)

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| Employee Signature | Employee Printed Name | Date |

Duties of this position are subject to change and may be revised as needed or required. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above:

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| Supervisor Signature | Supervisor Printed Name | Date |

Rev: 5.18.20