



DUTY STATEMENT

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| Classification Title: Career Executive Assignment, Level A | Division: Headquarters |
| Working Title: Deputy Director of Policy and Public Affairs | Office/Unit: Headquarters/ Sacramento |
| Position Number: 792-100-7500-002 | Effective Date: |
| Incumbent Name: | COI Classification <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| Supervisor Name: | Supervision Exercised <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

SUMMARY STATEMENT: Under the direction of the Executive Director, the Deputy Director of Policy and Public Affairs is the lead position fulfilling the department's 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. As a member of the SCDD Executive Team, the Deputy Director of Policy and Public Affairs leads the department's policy and advocate activity. The Deputy Director of Policy and Public Affairs receives administrative direction from the Chief Deputy Director and policy and programmatic direction from the Executive Director and Chief Deputy Director. The Deputy Director of Policy and Public Affairs has full range of responsibilities for managing and supervising staff in the Headquarters Policy & Public Affairs unit.

The Deputy Director of Policy and Public Affairs is critical to the success of the organization since this position is responsible for all policy development activities for the Council as required under Federal and State law and has the primary responsibility to represent the Council before the California State Legislature and other organizations to develop positions on various legislative and other programmatic proposals. Without these services the Council would not be to meet its mandates as required by Federal and State law.

DUTIES & RESPONSIBILITIES

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| 45% | <p><u>Develop Policy and Coordinate Legislative Activities</u></p> <p>Advise the Executive Director on all policy matters related to intellectual and developmental disabilities.</p> <p>Serve as an expert on state and local trends in disability policies and the state budget impacts on people with I/DD.</p> <p>Direct and instruct staff in SCDD's 12 regional offices throughout the State in communicating policy positions statewide through community networks, including responding to legislative and departmental staff inquiries, writing talking points, and making community presentations.</p> <p>Track and analyze state legislation, as well as produce other materials such as fact sheets, detail sheets, and position papers, related to people with I/DD.</p> <p>Lead policy research and analysis activities.</p> <p>Execute the Council's policy platform, including developing ideas into legislation, finding authors, sponsoring legislation for the department, and shepherding the bill through enactment.</p> <p>Plan, organize, and direct SCDD'S legislative program.</p> <p>Lead the Council's legislative committee, including building agendas and committee packets, to set goals and present strategies that the committee meets its goals.</p> |
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| 35% | <p><u>Inform and Advocate</u></p> <p>Serve as the chief advisor to the Executive Director and Council Members regarding legislative policy matters.</p> <p>Provide direction for Develop recommendations for the Council and relevant committees informing and supporting the Council's statewide platform.</p> <p>Initiate research and write analyses on activities to further the legislative platform.</p> <p>Build and carry out communication and coalition-building strategies to advance the legislative policy platform. This strategy includes people with I/DD and their families communicating their experiences.</p> <p>Act as a Liaison between the Council and the Governor, Legislature, and other community advocates and interested parties related to the legislature matters.</p> <p>Oversee and direct SCDD's communications strategies, methods, and deliverables through targeted and strategic messaging, legislative reports, and social media presence.</p> |
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| 25% | <p><u>Coordinate Program and Policy Developments</u></p> <p>Coordinate the Council's legislative activities with other departmental program and policy developments initiatives to confirm organizational continuity. This activity includes reviewing departmental regional activity summaries for emerging policy trends and manage special policy reports.</p> <p>Advise departmental staff on issues relative to legislation and legislative proposals that may affect individuals with developmental disabilities. Seek connections between Council legislative activity with regional office activity.</p> |
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| 5% | <p>Marginal Functions:</p> <p>Perform other duties as needed and as appropriate for the classification.</p> |
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CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the employee to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public and other employees; develop and maintain knowledge and skill related to specific tasks, programs, technology, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The employee must follow secure protocol for maintenance of confidential and sensitive information obtained through the course of work and for filing of documents.

The Career Executive Assignment must interact in an appropriate and professional manner with individuals with intellectual/developmental disabilities and their family members, representatives of various Federal and State agencies, private organizations, advisory committee members, committee members, colleagues, Council members, other governmental agencies, staff, and the general public.

PHYSICAL REQUIREMENTS

The incumbent is regularly required to sit and communicate; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or manage up to 20 pounds.

ACKNOWLEDGEMENTS

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 Analyst.

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| Employee Signature: | Employee Printed Name: | Date: |
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I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above

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| Supervisor Signature: | Supervisor Printed Name: | Date: |
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