

State Council on Developmental Disabilities

DUTY STATEMENT

CURRENT PROPOSED

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| **Classification Title**  Community Program Specialist II or  Associate Government Program Analyst | **Division**  Regional Office Operations |
| **Working Title**  Community Program Specialist II | **Office/Unit**  Los Angeles Regional Office |
| **Position Number**  792-110-8352-011 | **Effective Date** |
| Name | **COI Classification**  **YES**  **NO**  1 No |

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the SCDD determines are necessary to meet its business needs. You are a valued member of the SCDD team. You are expected to work cooperatively with team members and others to enable the SCDD to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**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 individuals with I/DD to maximize their self-determination, independence, productivity, 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 Services Act (Welfare and Institutions Code §4500, *et. seq.).*

**GENERAL STATEMENT:**

The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance workload.

**POSITION DESCRIPTION:** Under the direction of the SCDD Los Angeles Office Regional Manager, the Community Program Specialist II (CPS II) is responsible for a broad range of technical duties related to the statutory function of the SCDD in the areas of advocacy, public education and monitoring services for individuals with developmental disabilities. The CPS II acts to protect the legal, civil and service rights of all persons with developmental disabilities; works closely with local service agencies and other developmental disabilities organizations; provides guidance and direction to committees and advisory groups; and, acts as liaison with other state departments in developing policies effecting individuals with developmental disabilities and their families in Los Angeles County. Travel is required.

**Supervision Received:** The CPSII/AGPA receives direct supervision from the Los Angeles Regional Manager.

**Supervision Exercised:** May function in a lead capacity to provide instruction, guidance and coordinate the work of others to facilitate workload.

**Duties:**

25% Provide interdisciplinary assistance, including consultation, training and organizational support that advances the empowerment and self-advocacy of individuals and family members of persons with intellectual/developmental disabilities. Provide information/resources, technical assistance, and referrals to individuals and family members to ensure their rights to services.

25% Develop, research, present or coordinate materials, seminars and training on a variety of topics specified in the State Plan to individuals with intellectual/developmental disabilities, family members, professionals and providers of service. Analyze regional studies and/or surveys to recommend programmatic or curriculum alternatives to better reach the State Plan goals for the region served.

20% Interface with various agencies to improve service quality, resolve issues, and further outcomes of inclusion, participation, and productivity for those with intellectual/developmental disabilities. Analyze and develop position papers on relevant legislation and regulations.

15% Provide briefings, assistance, and/or staff support to the Regional Advisory Committee (RAC), attend RAC meetings, and participate on local and statewide committees/task forces as assigned by the Regional Manager.

15% Perform other duties appropriate to the CPS II classification as assigned by the Regional Manager.

**WORKING CONDITIONS:** Typical working hours are Monday-Friday 8:00am – 5:00pm. Approximately up to 50% local and statewide travel may be required to local programs within California for meetings and technical assistance activities. The CPS II must be able to work extended hours and some weekends.

**DESIREABLE QUALIFICATIONS:**

*Special Personal Characteristics*

* Ability to organize, set priorities, and work independently with minimum supervision
* Ability to learn or demonstrated knowledge of Microsoft applications to create basic documents, spreadsheets, and presentations
* Ability to maintain confidentiality, act independently, and be flexible and tactful
* Ability to develop and maintain good working relationships with various stakeholders
* Ability to deliver training/presentations and technical assistance to stakeholders, on a variety of educational and information topics

*Interpersonal Skills:*

* Ability to effectively handle situations in a tactful, congenial, personal manner
* Ability to gain and maintain cooperation of management, other employees, customers, or others contacted during the course of work
* Ability to focus attention on details and follow work procedures
* Ability to effectively communicate, both oral and written

**PERSONAL CONTACTS:** The CPSII/AGPA 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 general public.

**ACTIONS AND CONSEQUENCES:**

The CPSII/AGPA exercises judgment in making decisions affecting sensitive projects and programs of the SCDD. The ability to maintain confidentiality is required. Poor judgment and decisions can adversely impact SCDD, its employees and members of the public.

**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** |

**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** |