

State Council on Developmental Disabilities

DUTY STATEMENT

CURRENT  PROPOSED

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| **Classification Title**  Associate Governmental Program Analyst (AGPA) | **Division**  Headquarters |
| **Working Title**  Policy Analyst | **Office/Unit**  Policy and Public Affairs |
| **Position Number**  792-100-5393-001 | **Effective Date** |
| Name | **COI Classification**  **YES**  **NO**  1 No |

This position requires the employee to maintain consistent and regular attendance; communicate effectively (both orally and in writing) with the public and other employees; develop and maintain knowledge and skills related to specific tasks, 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.

**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 and family-based system of services and supports for individuals with intellectual/developmental disabilities (I/DD) and/or cross-disabilities. The goal of the federal law is to enable individuals with I/DD (self-advocates) to maximize self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting individual, family and agency members, all of whom are appointed by the Governor*.* The incumbent, as part of SCDD’s Headquarters (HQ) 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:**

Under the direction of the Deputy Director for Policy and Public Affairs, the Associate Governmental Program Analyst (AGPA) is responsible for performing a wide variety of complex and technical analytical staff assignments. The incumbent coordinates with management in all aspects of SCDD’s policy activities, plans and executes policy-related events, represents the Council at stakeholder meetings and completes program and administrative assignments for the Deputy Directors and Executive Director as needed. Limited travel may be required to attend meetings.

**Supervision Received:**

The AGPA is under the direction of the Deputy Director of Policy and Public Affairs.

**Supervision Exercised:**

None

**JOB FUNCTIONS:**

**Essential Functions**

40% Policy Analysis, Research and Writing

Review and analyze proposed federal and state policies and advise management on the impact or potential impact. Perform research and writing on policy issues. Prepare and compose alerts, letters, testimony, fact sheets, and reports related to SCDD’s policy initiatives. Assist the Deputy Director and Information Officer II with reviewing and editing written materials for print, web, and social media.

40% Support for Legislative Advocacy

Identify, analyze and track bills in Congress and the State Legislature. Maintain SCDD’s legislative activity report. Assist in drafting bill language. Track outreach to Legislative offices. Assist in identifying and developing strategic partnerships and coalitions to support the Council’s policy goals. Attend meetings, hearings and briefings as needed. Collaborate with the Information Officer to develop and launch a grassroots advocacy campaign for SCDD. Provide Council members with up-to-date-contact information for Members of Congress and State Legislature. Support Councilmember and other stakeholders in their outreach to offices. Develop policy related trainings and materials for Council members and SCDD staff. Coordinate legislative days in Capitol and District for Councilmembers and other stakeholders by coordinating meetings, working with offices to arrange logistics, prepare briefing materials and answer questions about policy issues and meeting logistics. Provide programmatic support to the Legislation and Public Policy Committee and the Employment First Committee.

15% Perform special projects as assigned by the Executive Director and Deputy Directors.

**JOB FUNCTIONS:**

**Marginal Functions**

5% Perform other duties as required.

**PERSONAL CONTACTS:**

The AGPA must interact in an appropriate and professional manner with individuals with intellectual/developmental and/or cross-disabilities and their family members, representatives of various federal and state agencies, private or non-governmental organizations, and advisory committee members, state, regional and local community committee members, colleagues, Council members, members of representative agencies, staff, and the public.

**ACTIONS AND CONSEQUENCES:**

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

**OTHER INFORMATION:**

Communicate effectively both orally and in writing. The incumbent must have the ability to write or edit a range of materials for clarity, coherence, and rational development of ideas for a range of audiences Have a comprehensive knowledge of English syntax and composition, including grammar, punctuation, spelling, sentence structure, usage, vocabulary, and format standards for references, be willing and able to work with persons from diverse groups. Possess exceptional interpersonal skills. Have knowledge about SCDD operations and the service delivery system in California.

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 |