

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)  
CHILDREN, ADOLESCENTS AND YOUNG ADULT SERVICES DIVISION  
EARLY CHILDHOOD AND TRANSITIONS POLICY SUPPORT BRANCH****DUTY STATEMENT****EMPLOYEE:****JOB TITLE:** Staff Services Manager I**POSITION #:** 472-586-4800-917

**POSITION DESCRIPTION:** Under the general direction of the Staff Services Manager III (SSM III), this position will directly supervise staff that perform a variety of program/data specific assignments required under Part C of the Individuals with Disabilities Education Act (IDEA), IDEA Part C - State Systemic Improvement Plan (SSIP), and California's early intervention program, known in California as Early Start. This position will oversee projects to ensure that federal reporting requirements for California's Annual Performance Report (APR) are met, act as lead in California's SSIP efforts and other Early Start program management related activities. The incumbent will also be a primary contact for Early Start stakeholders, interagency meetings, and other state departments on Early Start matters related to APR data. This position is responsible for data systems and analysis, tracking, and reporting of data and outcomes for all Children, Adolescents and Young Adult Services (CAYAS) programs. Additionally, the incumbent will ensure staff provide technical assistance to regional centers, family resource centers, and other agencies regarding the delivery of California's Early Start Program and related services for individuals with developmental disabilities. This position is expected to work in close collaboration with other sections within the CAYAS division.

**SUPERVISION EXERCISED:** Provides direct supervision to professional level staff.

**SUPERVISION RECEIVED:** Reports to, and under general direction of the SSM III in the Early Childhood and Transitions Policy Support Branch.

**EXAMPLES OF DUTIES:**Essential Job Functions:

- 45% Administer and/or monitor the implementation and ongoing progress of inter-agency agreements. Administer and/or monitor the development, progress, and invoicing of contracts related to the Part C Grant. Supervise staff and assist in the completion of federally required reporting data related to the IDEA Part C Grant. Lead and supervise the completion of reporting required by the department and federal government. Identify trends in both quantitative and qualitative data and identify areas of potential intervention. Establish timeframes and track timelines to ensure completed products are ready on time.
- 30% Oversee the implementation of systemic improvement efforts to increase the efficiency of Part C Grant administration and oversight. Provide policy direction and supervision to staff on special projects including, but not limited to, data systems and analysis, tracking, and reporting. Provide supervision to ensure technical assistance and support is provided on statewide projects, and activities related to CAYAS data input and quality, to RCs and local programs. Provide technical assistance to RCs and local programs regarding compliance with the federal and State standards and requirements. Coordinate and

collaborate closely with other branches within CAYAS, and with other divisions within DDS.

20% Lead and monitor the development, evaluation and monitoring of standards, policies and procedures related to local program and project implementation. Lead or participate on special projects, systemic improvement efforts, or early childhood and transition efforts. Complete or participate on special projects, including providing data and legislative analyses to policy makers on program objectives. Complete or participate in completion of requests for records or information from the public. Provide support, as needed, for projects, and public meetings related to CAYAS division activities.

Marginal Job Functions:

5% Represent the Department in meetings on program issues with regional centers, other state departments, and other public or private entities. Present information on behalf of the division to other personnel and management within the Department.

**WORKING CONDITIONS:** This position is eligible to participate in DDS’ hybrid telework schedule. Participation in telework is subject to DDS’ guidelines. Work is performed in an office and/or by telework. Work requires the use of a personal computer 65-85% of time. Daytime and overnight statewide travel may be required.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Part C of IDEA (including annual reporting requirements), SSIP, the Lanterman Act, California’s Early Start Program, and the developmental disabilities service system. The ability to use the Microsoft Office Suite programs (including Word, Teams, etc.), Adobe Acrobat, SharePoint, Windows 11 and other software. The candidate should have extensive knowledge of Excel and related applications for data collection and analysis. The successful applicant will have skills and experience working with and supervising staff in a team environment. Knowledge of analytical methods is essential to the successful performance of job duties. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties. Knowledge of research methods is desirable. Experience or understanding of accessibility standards for publicly posted documents is also desirable.

Ability to: Research; manage large scale projects; read, analyze and interpret laws and regulations; concisely summarize relevant information and present data to department staff and stakeholders; evaluate and take appropriate actions to solve time-sensitive problems; able to meet and interact respectfully with the public, stakeholders, other State and legislative officials; and be able to establish and maintain effective working relations with others and adhere to professional conduct at all times. Adhere to office policies and procedures related to confidential information. Discretion with confidential information must be used at all times.

**CERTIFICATION OR LICENSE:** None.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)  
CHILDREN, ADOLESCENTS AND YOUNG ADULT SERVICES DIVISION  
EARLY CHILDHOOD AND TRANSITIONS POLICY SUPPORT BRANCH****DUTY STATEMENT****EMPLOYEE:****JOB TITLE:** Community Program Specialist III**POSITION #:** 472-586-8362-XXX

**POSITION DESCRIPTION:** Under the general direction of the Staff Services Manager III (SSM III), this position will directly supervise staff that perform a variety of program/data specific assignments required under Part C of the Individuals with Disabilities Education Act (IDEA), IDEA Part C - State Systemic Improvement Plan (SSIP), and California's early intervention program, known in California as Early Start. This position will oversee projects to ensure that federal reporting requirements for California's Annual Performance Report (APR) are met, act as lead in California's SSIP efforts and other Early Start program management related activities. The incumbent will also be a primary contact for Early Start stakeholders, interagency meetings, and other state departments on Early Start matters related to APR data. This position is responsible for data systems and analysis, tracking, and reporting of data and outcomes for all Children, Adolescents and Young Adult Services (CAYAS) programs. Additionally, the incumbent will ensure staff provide technical assistance to regional centers, family resource centers, and other agencies regarding the delivery of California's Early Start Program and related services for individuals with developmental disabilities. This position is expected to work in close collaboration with other sections within the CAYAS division.

**SUPERVISION EXERCISED:** Provides direct supervision to professional level staff.

**SUPERVISION RECEIVED:** Reports to, and under general direction of the SSM III in the Early Childhood and Transitions Policy Support Branch.

**EXAMPLES OF DUTIES:**Essential Job Functions:

- 45% Administer and/or monitor the implementation and ongoing progress of inter-agency agreements. Administer and/or monitor the development, progress, and invoicing of contracts related to the Part C Grant. Supervise staff and assist in the completion of federally required reporting data related to the IDEA Part C Grant. Lead and supervise the completion of reporting required by the department and federal government. Identify trends in both quantitative and qualitative data and identify areas of potential intervention. Establish timeframes and track timelines to ensure completed products are ready on time.
- 30% Oversee the implementation of systemic improvement efforts to increase the efficiency of Part C Grant administration and oversight. Provide policy direction and supervision to staff on special projects including, but not limited to, data systems and analysis, tracking, and reporting. Provide supervision to ensure technical assistance and support is provided on statewide projects, and activities related to CAYAS data input and quality, to RCs and local programs. Provide technical assistance to RCs and local programs regarding compliance with the federal and State standards and requirements. Coordinate and

collaborate closely with other branches within CAYAS, and with other divisions within DDS.

20% Lead and monitor the development, evaluation and monitoring of standards, policies and procedures related to local program and project implementation. Lead or participate on special projects, systemic improvement efforts, or early childhood and transition efforts. Complete or participate on special projects, including providing data and legislative analyses to policy makers on program objectives. Complete or participate in completion of requests for records or information from the public. Provide support, as needed, for projects, and public meetings related to CAYAS division activities.

Marginal Job Functions:

5% Represent the Department in meetings on program issues with regional centers, other state departments, and other public or private entities. Present information on behalf of the division to other personnel and management within the Department.

**WORKING CONDITIONS:** This position is eligible to participate in DDS’ hybrid telework schedule. Participation in telework is subject to DDS’ guidelines. Work is performed in an office and/or by telework. Work requires the use of a personal computer 65-85% of time. Daytime and overnight statewide travel may be required.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Part C of IDEA (including annual reporting requirements), SSIP, the Lanterman Act, California’s Early Start Program, and the developmental disabilities service system. The ability to use the Microsoft Office Suite programs (including Word, Teams, etc.), Adobe Acrobat, SharePoint, Windows 11 and other software. The candidate should have extensive knowledge of Excel and related applications for data collection and analysis. The successful applicant will have skills and experience working with and supervising staff in a team environment. Knowledge of analytical methods is essential to the successful performance of job duties. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties. Knowledge of research methods is desirable. Experience or understanding of accessibility standards for publicly posted documents is also desirable.

Ability to: Research; manage large scale projects; read, analyze and interpret laws and regulations; concisely summarize relevant information and present data to department staff and stakeholders; evaluate and take appropriate actions to solve time-sensitive problems; able to meet and interact respectfully with the public, stakeholders, other State and legislative officials; and be able to establish and maintain effective working relations with others and adhere to professional conduct at all times. Adhere to office policies and procedures related to confidential information. Discretion with confidential information must be used at all times.

**CERTIFICATION OR LICENSE:** None.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.