

**DUTY STATEMENT**

DS 3022 (11/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
CHILDREN, ADOLESCENTS AND YOUNG ADULT SERVICES DIVISION  
EARLY START BRANCH PROGRAM  
PROGRAM COMPLIANCE SECTION**

**DUTY STATEMENT**

**EMPLOYEE:****JOB TITLE:** Associate Governmental Program Analyst **POSITION #:** 472-572-5393-908

**POSITION DESCRIPTION:** Under direction of a Community Program Specialist III (CPS III), the Associate Governmental Program Analyst (AGPA) will support and lead in activities related to local program compliance monitoring under the Part C of the Individuals with Disabilities Education Act (IDEA), California's early intervention program, known in California as Early Start. The position requires supporting the completion of projects to ensure that federal compliance reporting requirements for California's Annual Performance Report (APR) are met and provide technical assistance to local programs that include but is not limited to, the California Department of Education (CDE), local educational agencies (LEAs), regional centers, family resource centers, and our community regarding the service delivery of California's Early Start Program and other related services for individuals with developmental disabilities within the state. The incumbent will be a contact for the Early Start community, interagency meetings, and other state departments on matters related to compliance. This position collaboration with other sections within the Children, Adolescents and Young Adult Services (CAYAS) division.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Reports to, and under direction of the Community Program Specialist III of the Program Compliance Section

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

- 30% Coordinate the major functions related to Early Start compliance monitoring of local programs that include LEAs and regional centers. Participate in the development of state and federal required reports which may include developing, implementing, and monitoring reports from departmental data sources and the CDE. Compile data and input for federal reporting activities and other reports as required. Respond to requests for information or assistance on behalf of the individuals serviced through California's Early Start Program and California's Developmental Service System.

- 30% Conduct monitoring reviews and prepare finding reports and related correspondence of local programs. Coordinate and track local program corrections and follow up per state and federal requirements. Assist in the preparation of required performance reports for submission to the federal Office of Special Education Programs (OSEP).
- 15% Provide technical assistance to the CDE, LEAs, regional centers, local programs, as well as our community on state and federal compliance requirements regarding the provision of Early Start Services. Additionally, provide input on training materials, procedures, as well as draft guidance related to these requirements.
- 15% Complete and provide support on department special projects, provide data and legislative analyses to inform policy makers on program objectives as required, participate in meetings in support of various federal programs, and participate on initiatives that may include, but are not limited to the State Systemic Improvement Plan (SSIP) activities.
- 5% Participate in the development, evaluation, and monitoring of standards, policies and procedures related to local program implementation.

**Marginal Job Functions:**

- 5% Represent the department in meetings on program issues with CDE, LEAs, regional centers, other state departments, and other public or private entities. Other duties assigned within the scope of the classification.

**WORKING CONDITIONS:** This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time. Work requires using a computer up to 85 percent of the time. Daytime and overnight statewide travel may be required up to 25 percent of working time.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Part C of IDEA, SSIP, the Lanterman Act, California's Early Start Program, and the developmental disabilities service system; Microsoft Word Office Suite, Windows and related software. Extensive knowledge of Excel and related applications for data collection and analysis. The successful applicant will have skills and experience working with and leading 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.

**JOB TITLE:** Associate Governmental Program Analyst      **POSITION #:** 472-572-5393-908

Ability to: Ability to research, read, analyze and interpret laws and regulations; concisely summarize relevant information and present data to department staff and our community, evaluate and take appropriate actions to solve time sensitive problems; able to meet and interact respectfully with the public, our community, 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:** N/A

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Employee Name  
(Print)

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Employee Signature

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Date

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Supervisor Name  
(Print)

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Supervisor Signature

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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 (11/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
CHILDREN, ADOLESCENTS AND YOUNG ADULT SERVICES DIVISION  
EARLY START BRANCH PROGRAM  
PROGRAM COMPLIANCE SECTION**

**DUTY STATEMENT**

**EMPLOYEE:**

**JOB TITLE:** Community Program Specialist II

**POSITION #:** 472-572-8352-908

**POSITION DESCRIPTION:** Under the direction of the Community Program Specialist III (CPS III), the Community Program Specialist II (CPS II) is responsible for related activities to local program compliance monitoring under the Part C of the Individuals with Disabilities Education Act (IDEA), California's early intervention program, known in California as Early Start. The position requires supporting the completion of projects to ensure that federal compliance reporting requirements for California's Annual Performance Report (APR) are met and provide technical assistance to local programs such as the California Department of Education (CDE), local educational agencies (LEAs), regional centers, family resource centers, and other community regarding the service delivery of California's Early Start Program and other related services for individuals with developmental disabilities within the state. The incumbent will be a contact for Early Start community, interagency meetings, and other state departments on matters related to compliance. This position collaboration with other sections within the Children, Adolescents and Young Adult Services (CAYAS) division.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Reports to, and under direction of the Community Program Specialist III of the Program Compliance Section

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Coordinate the major functions related to Early Start compliance monitoring of local programs that include LEAs and regional centers. Participate in the development of state and federal required reports which may include developing, implementing, and monitoring reports from departmental data sources and the CDE. Compile data and input for federal reporting activities and other reports as required. Respond to requests for information or assistance on behalf of the individuals serviced through California's Early Start Program and California's Developmental Service System.

- 30% Conduct monitoring reviews and prepare finding reports and related correspondence of local programs. Coordinate and track local program corrections and follow up per state and federal requirements. Assist in the preparation of required performance reports for submission to the federal Office of Special Education Programs (OSEP).
- 15% Provide technical assistance to the CDE, LEAs, regional centers, local programs, and our community on state and federal compliance requirements regarding the provision of Early Start Services. Additionally, provide input on training materials, procedures, as well as draft guidance related to these requirements.
- 15% Complete and provide support on department special projects, provide data and legislative analyses to inform policy makers on program objectives as required, participate in meetings in support of various federal programs, and participate on initiatives that may include, but are not limited to the State Systemic Improvement Plan (SSIP) activities.
- 5% Participate in the development, evaluation, and monitoring of standards, policies and procedures related to local program implementation.

Marginal Job Functions:

- 5% Represent the department in meetings on program issues with CDE, LEAs, regional centers, other state departments, and other public or private entities. Other duties assigned within the scope of the classification.

**WORKING CONDITIONS:** This position is hybrid, in-office/telework position, and may subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time. Work requires using a computer up to 85 percent of the time. Daytime and overnight statewide travel may be required up to 25 percent of working time

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Ability to: Ability to research, read, analyze and interpret laws and regulations; concisely summarize relevant information and present data to department staff and our community, evaluate and take appropriate actions to solve time sensitive problems. Able to meet and interact respectfully with the public, our community, 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:** N/A

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Employee Name  
(Print)

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Employee Signature

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Date

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Supervisor Name  
(Print)

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Supervisor Signature

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Date

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