

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-044-5393-702

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Civil Rights, Accessibility, and Resource Equity Office

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Access and Equity Programs / Office of Deaf Access

SUPERVISOR'S NAME:

Spencer Montan

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

Designated under Conflict of Interest Code.

Duties require participation in the OMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. *(Explain below)*

None

Other *(Explain below)*

Bilingual Preferred - American Sign Language; provide quality service in combination of conversational, interpretational, or translational work in a bilingual capacity assisting Deaf Access Program contractors/grantees and recipients.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

None

Supervisor

Lead Person

Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Office of Deaf Access (ODA) is to develop, enforce and monitor Departmental policy derived from state and federal civil rights laws mandating equal access to departmental employment and public assistance benefits. The ODA has both internal and external programs based on Titles VI and VII of the Federal Civil Rights Act. The ODA is responsible for administrative supervision in the delivery of social services that enable deaf and hard of hearing persons to achieve social and economic independence and to overcome individual problems relating to the adjustment to deafness, communication barriers, personal and home management, vocational goals and effective participation in the mainstream of society.

CONCEPT OF POSITION:

The mission of the Office of Deaf Access (ODA) is to develop, enforce and monitor Departmental policy derived from state and federal civil rights laws mandating equal access to departmental employment and public assistance benefits. The ODA has both internal and external programs based on Titles VI and VII of the Federal Civil Rights Act. The ODA is responsible for administrative supervision in the delivery of social services that enable deaf and hard of hearing persons to achieve social and economic independence and to overcome individual problems relating to the adjustment to deafness, communication barriers, personal and home management, vocational goals and effective participation in the mainstream of society.

A. RESPONSIBILITIES OF POSITION:

Under the direction of the Supervisor I of the ODA, the Analyst II will perform the following activities:

35% Independently acts as a liaison between the Department and its DAP contractors/grantees. Develops and coordinates Requests for Proposals or Request for Applications, direct service contracts/grants and contract/grant amendments and provides direct technical assistance to DAP contractors/grantees to ensure contract/grant performance is in compliance with contract/grant requirements. Duties include: providing fiscal, organizational, and staffing consultation; training service provider staff; conducting and documenting on-site visits; reviewing monthly invoices for reimbursement; analyzing quarterly progress reports; developing reports for management; and drafting corrective action as necessary to ensure contract/grant compliance.

20% Acts as a subject matter expert between the Department and other governmental and community based organizations and the public in an effort to ensure that DHH persons' needs for social services are met. Carries out positive public relations activities promoting the ODA, DAP and/or involving the DHH communities and promoting equal and total communication access utilizing American Sign Language. Represent the Department at community events that may include, but are not limited to, Deaf Awareness Week activities, signal dog demonstrations, and providing community education.

10% Utilizes American Sign Language (ASL) bilingual skills to collaborate and communicate directly with DAP agency directors and staff, community-based organizations, programs, and the public on the DHH communities access and functional needs.

10% Independently prepares written, and oral responses to inquiries from federal, state, and local government entities, the Legislature regarding DAP or other deaf and hearing loss related issues. Independently prepares educational materials for the public about deafness or other hearing loss related issues including maintaining a public directory of the resources for DHH services.

10% Analyzes existing and proposed legislation as it pertains to barriers faced by DHH persons or the DAP. Prepares departmental testimony for the Legislature and Budget hearings. Develops and recommends new and related legislative proposals. Prepares Budget Change Proposals, issue papers, study reports and other administrative program projects; provides project leadership on the larger and more complex assignments and projects in ODA.

10% Performs other duties as required in support of the ODA.

5% Acts as administrative back-up in the absence of the ODA Manager.

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION: