

DUTY STATEMENT

DS 3022 (07/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
STATE OPERATED FACILITIES BRANCH
STABILIZATION TRAINING ASSISTANCE RE-INTEGRATION (STAR)**

DUTY STATEMENT

EMPLOYEE:**JOB TITLE:** BEHAVIOR SPECIALIST II**POSITION #:** 472-XXX-9824-XXX

POSITION DESCRIPTION: Under general supervision, the Behavior Specialist II (BS II) provides behavioral services to individuals following established standards and procedures of the STAR acute crisis homes and Crisis Assessment Stabilization Team (CAST) mobile crisis services. The BS II performs functional behavioral assessments; develops behavioral strategies in collaboration with providers and Behavior Specialists for prevention and intervention plans; provides on-site direct care, modeling, coaching, instruction, fidelity checks, and trainings with individuals and their caretakers/direct care staff in community settings, such as individuals' homes, hospital or psychiatric settings. The BS II actively participates as part of the Inter-Disciplinary Team (IDT) at weekly STAR meetings, monthly Needs and Services meetings, Psychotropic Drug Reviews, and CAST meetings and provides behavioral services to STAR residents as needed. The BS II is a mandated reporter of observed or suspected abuse or neglect.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** STAR Program Director.

EXAMPLES OF DUTIES: Maintains a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties:

Essential Job Functions:

- 55% Attends Planning Conferences as clinically indicated. Assists in monitoring and certifying STAR staff for Registered Behavior Technician (RBT) certificates, per Behavior Analyst Certification Board requirements. Provides clinical supervision of STAR RBTs, per Behavior Analyst Certification Board requirements. Assists with the development of long-range goals, skill task, behavioral objectives and plans to enhance the individual's intellectual, emotional, and psycho/social needs. Completes 30-day admission functional behavioral assessments, and positive behavioral support plans. Assists the team in determining the appropriate data to collect. Monitors and maintains these data collection systems for decision-making purposes. Maintains long-term graphs for those receiving restrictive interventions.
- 20% Performs as a CAST member to meet the needs of crisis referrals, including collaboration and coordination of STAR CAST with individuals, community providers/caretakers, and Regional Center representatives. Reviews STAR CAST referral information in collaboration with CAST and completing assessments. Provides on-site (e.g., community homes,

hospitals, psychiatric settings), video-conference, or telephone support assessments and support, including consultation on prevention plans, replacement skill trainings, intervention, and behavioral emergency/crisis plans. Assists families through the grieving process as needed. Conducts analysis of behavior, including functional behavioral assessments or adaptive testing. Develops positive behavioral support plans, providing written and verbal recommendations, coaching, and training to providers, Regional Center representatives, caretakers, and individuals. Provides education and training to the individual, family members, and caretakers as indicated. Documents services provided and assists the CAST Team in monitoring individuals referred to CAST.

- 10% Responds to medical intervention and works at various sites as needed to provide needed behavioral services, working extended hours and/or varying shifts. Obtains and maintains Registered Behavior Technician (RBT) supervisor certificate, per Behavior Analyst Certification Board requirements. Attends mandatory training (i.e., CPR, Emergency Response training, etc.) and provides training to staff and families to facilitate better understanding of behavioral factors relative to individual needs such as Behavioral Strategies, Social Skill Development, Anger Management, Development of insight to feelings/thoughts, and techniques for increasing adaptive behaviors. Responsible for obtaining the required Continuing Education Units (CEUs) for license renewal. Provides directions to on-site staff involved in behavioral emergencies regarding the application of approved behavioral intervention techniques that promote safety for both individuals and staff. Provides debriefing services following emergencies or other traumatic events as needed or requested. May be reassigned to other residences, programs, or projects to meet legitimate operational needs and may perform CPR and First Aid as needed.
- 10% Initiates, designs, collaborates, and reports on Applied Behavioral Analysis research or published research results. Participates in the STAR BCBA monthly meetings, committees, and other meetings and in the monthly drug review meetings for individuals receiving psychotropic medications. May work with community groups, agencies, or facilities to develop supportive resource and participate in interviews for selection of personnel.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

Note: Percentages may vary based on operational needs.

WORKING CONDITIONS: On-going interaction with individuals with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence and in community settings, such as individuals' homes, hospital, or psychiatric settings. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. May involve heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at, or above, shoulder level. Includes sitting, standing, and walking most of the time, with, or working on, irregular surface and periodically requires extraordinary physical activity. Must be able to travel to Department locations throughout California, which includes three STAR locations (Tulare, Orange and Solano County) and headquarters (Sacramento County). Travel may require overnight stays.

DESIRABLE QUALIFICATIONS:

Knowledge of: Self-defense and hands-on intervention training, including two-person physical containment with resistive individuals up to 350 lbs. for up to 10 minutes. Competence in the areas of cultural sensitivity for the population being served, positive behavioral support, trauma informed care, coaching skills training, person centered practices, and utilizing less restrictive techniques to behavioral issues. Possess and maintain sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering the health and well-being of self, fellow employees, individuals, or the public.

Ability to: Safely contain one limb of a combative consumer for up to 5 minutes; push/pull/lift up to 50 lbs. (including laundry or medication carts); quickly respond to alarm within 200 feet (may occur several times daily) in interior of building; run 100 yards; assist a consumer to a standing position up to 350 lbs.; lift 100 pounds with assistance; bend/squat up to 5 minutes; and complete all required training.

CERTIFICATION OR LICENSE: Current certification (or eligibility for certification) as an Associate Behavior Analyst by the National Behavior Analyst Certification Board. Responsible for attending mandatory facility training (i.e.: CPR-Behavioral Strategies Emergency response, etc.) and must successfully complete competency-based training Direct Support Professional I & II, or pass the challenge test, prior to or within one year of employment. As a certified professional, you are required to maintain valid certification and are expected to comply with the rules of professional conduct within your certification at all times.

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 (07/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
STATE OPERATED FACILITIES BRANCH
STABILIZATION TRAINING ASSISTANCE RE-INTEGRATION (STAR)**

DUTY STATEMENT

EMPLOYEE:**JOB TITLE:** BEHAVIOR SPECIALIST I**POSITION #:** 472-XXX-9823-XXX

POSITION DESCRIPTION: Under supervision, the Behavior Specialist I (BS I) provides behavioral services to individuals following established standards and procedures of the STAR acute crisis homes and Crisis Assessment Stabilization Team (CAST) mobile crisis services. The BS I performs functional behavioral assessments; develops behavioral strategies in collaboration with providers and Behavior Specialists for prevention and intervention plans; provides on-site direct care, modeling, coaching, instruction, fidelity checks, and trainings with individuals and their caretakers/direct care staff in community settings, such as individuals' homes, hospital or psychiatric settings under the clinical guidance of a Behavior Specialist II (BS II). The BS I actively participates as part of the Inter-Disciplinary Team (IDT) at weekly STAR meetings, monthly Needs and Services meetings, Psychotropic Drug Reviews, and CAST meetings and provides behavioral services to STAR residents as needed. The BS I is a mandated reporter of observed or suspected abuse or neglect.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Behavior Specialist II, STAR Program Director

EXAMPLES OF DUTIES: Maintains a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties:

Essential Job Functions:

- 55% Attends Planning Conferences as clinically indicated. Assists in monitoring and certifying STAR staff for Registered Behavior Technician (RBT) certificates, per Behavior Analyst Certification Board requirements. Assists with the development of long-range goals, skill task, behavioral objectives and plans to enhance the individual's intellectual, emotional, and psycho/social needs. Completes 30-day admission functional behavioral assessments, and positive behavioral support plans. Assists the team in determining the appropriate data to collect, monitoring and maintaining these data collection systems for decision-making purposes. Maintains long-term graphs for those receiving restrictive interventions.
- 20% Performs as a CAST member to meet the needs of crisis referrals, including collaboration and coordination of STAR CAST with individuals, community providers/caretakers, and Regional Center representatives. Reviews STAR CAST referral information in collaboration with CAST and completing assessments; providing on-site (e.g., community homes, hospitals, psychiatric settings), video-conference, or telephone support assessments and

support, including consultation on prevention plans, replacement skill trainings, intervention, and behavioral emergency/crisis plans. Assists families through the grieving process as needed. Conducts analysis of behavior, including functional behavioral assessments or adaptive testing. Develops positive behavioral support plans; providing written and verbal recommendations, coaching, and training to providers, Regional Center representatives, providers/caretakers, and individuals. Provides education and training to the individual, family, and direct care staff/caretakers as indicated. Documents services provided and assists the CAST Team in monitoring individuals referred to CAST.

- 10% Attends and participates in mandatory training (i.e., CPR, Emergency Response training, etc.). Responds to emergencies that involve the use of behavioral medical intervention at various sites as needed to provide needed behavioral services, working extended hours and/or varying shifts. Obtains and maintains Registered Behavior Technician (RBT) certificate, per Behavior Analyst Certification Board requirements. Provides training to staff and families to facilitate better understanding of behavioral factors relative to individual needs such as Behavioral Strategies, Social Skill Development, Anger Management, Development of insight to feelings/thoughts, and techniques for increasing adaptive behaviors. Responsible for obtaining the required Continuing Education Units (CEUs) for license renewal. May perform CPR and First Aid as needed. Provides debriefing services following emergencies or other traumatic events as needed or requested. May be reassigned to other residences, programs, or projects to meet legitimate operational needs.
- 10% Initiates, designs, collaborates, and reports on Applied Behavioral Analysis research or published research results. Participates in the STAR BCBA monthly meetings, committees, and other meetings and in the monthly drug review meetings for individuals receiving psychotropic medications. May work with community groups, agencies, or facilities to develop supportive resource and participate in interviews for selection of personnel.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

Note: Percentages may vary based on operational needs.

WORKING CONDITIONS: On-going interaction with individuals with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence and in community settings, such as individuals' homes, hospital, or psychiatric settings. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. May involve heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at, or above, shoulder level. Includes sitting, standing, and walking most of the time, with, or working on, irregular surface and periodically requires extraordinary physical activity. Must be able to travel to DDS locations throughout California, this includes: three STAR locations (Tulare, Riverside and Solano County) and headquarters (Sacramento County). Travel may require overnight stays.

DESIRABLE QUALIFICATIONS:

Knowledge of: Self-defense and hands-on intervention training, including two-person physical containment with resistive individuals up to 350 lbs. for up to 10 minutes. Competence in the areas of cultural sensitivity for the population being served, positive behavioral support, trauma informed care, coaching skills training, person centered practices, and utilizing less restrictive techniques to behavioral issues. Possess and maintain sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering the health and well-being of self, fellow employees, individuals, or the public.

Ability to: Safely contain one limb of a combative consumer for up to 5 minutes; push/pull/lift up to 50 lbs. (including laundry or medication carts); quickly respond to alarm within 200 feet (may occur several times daily) in interior of building; run 100 yards; assist a consumer to a standing position up to 350 lbs.; lift 100 pounds with assistance; bend/squat up to 5 minutes; and complete all required training.

CERTIFICATION OR LICENSE: Must have completed all necessary coursework for a Board-Certified Behavior Analyst (BCBA) certification and requiring supervision to obtain hours and completion of the BCBA exam. Must obtain a BCBA certification by the Behavior Analyst Certification Board within 2 years of employment. Responsible for attending mandatory facility training (i.e.: CPR-Behavioral Strategies Emergency response, etc.) and must successfully complete competency-based training Direct Support Professional I & II, or pass the challenge test, prior to or within one year of employment. As a certified professional, you are required to maintain valid certification and are expected to comply with the rules of professional conduct within your certification at all times.

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.