

DUTY STATEMENT

DS 3022 (08/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OPERATIONS
WAIVER AND RATES DIVISION
FEDERAL PROGRAM OPERATIONS FISCAL SECTION
FEDERAL CLAIMING**

DUTY STATEMENT

JOB TITLE: ANALYST II**POSITION #:** 472-577-5393-XXX**WORKING TITLE:****EMPLOYEE:**

POSITION DESCRIPTION: The Analyst II is responsible for fulfilling a variety of extensive analytical, research, and programmatic assignments related to California's developmental disabilities service delivery system and federally funded programs. The position analyzes federal funding requirements, billing and eligibility systems, claiming and reimbursement methodologies, provider qualifications, rate methodologies, and program expenditures to ensure compliance and maximize federal financial participation (FFP). The Analyst II conducts research, analyzes data using Excel and Power BI worksheets and dashboards, prepares reports and claims, manages databases, provides technical assistance to regional centers and Department of Developmental Services (Department) staff, and develops recommendations related to federal funding, program operations, legislation, regulations, and budget proposals.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports to, and under direction of Supervisor I, the Assistant Chief, Federal Programs Operations Section.

EXAMPLES OF DUTIES:Essential Job Functions:

- 35% Perform complex administrative, analytical, and technical assignments related to state and federal requirements governing developmental disabilities services and federally funded programs. Analyze federal funding requirements, state plan amendments, federal waivers, Home and Community-Based Services (HCBS) requirements, and federal assurance statements. Analyze, interpret, and evaluate programmatic, fiscal, and operational data using Excel worksheets and Power BI dashboards and other data visualization tools to identify trends, variances, patterns, and potential areas of concern. Develop and maintain Excel worksheets and Power BI dashboards containing calculations, formulas, linked data, graphs, charts, and other statistical displays to support program monitoring, decision-making, reporting, and compliance activities. Evaluate program policies and procedures and make

recommendations for programmatic changes to ensure compliance and enhance federal financial participation (FFP).

- 30% Analyze, review, monitor, reconcile, and process federal billing, invoices, eligibility, expenditure, claiming, and reimbursement data and systems. Ensure the accuracy and consistency of data and reports provided to the Department of Health Care Services, regional centers, federal agencies, and other community partners. Prepare invoices, expenditure claims, and internal and external reports and correspondence for multiple federally funded programs.
- 15% Conduct research and policy analysis regarding federal funding programs, claiming and reimbursement methodologies, provider qualifications, rate methodologies, and other program requirements affecting the developmental disabilities service delivery system. Research other states' waivers, methodologies, and promising revenue opportunities and assess their applicability to California. Independently summarize background information, identify problem statements and considerations, and develop recommended solutions.
- 10% Coordinate with regional centers, Department of Developmental Services program staff, other state departments, control agencies, federal agencies, and non-governmental entities. Provide technical assistance and guidance regarding federal programs, billing and eligibility systems, regulations, contracts, statutes, directives, and other applicable requirements. Analyze data trends and provide statistical information to program staff, federal program monitors, and other community partners.
- 5% Analyze and/or develop legislative proposals, regulations, budget change proposals, state plan amendments, federal funding proposals, and other written documents related to federal programs. Review and edit reports and correspondence and provide data necessary to support program, fiscal, legislative, regulatory, and federal funding activities.

Marginal Job Functions:

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

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Minimal statewide travel may be required. 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.

DESIRABLE QUALIFICATIONS:

Knowledge of: California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures; advanced Microsoft Excel and Power BI skills, including advanced data analysis, data modeling, dashboards and statistical reporting; research and interpret federal and state legislation, statutes, regulations, policies, directives, and other governing authorities affecting developmental disabilities programs and federal funding.

Ability to: Develop and maintain cooperative and constructive working relationships with other agencies, the community, and Department staff; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; communicate effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

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.