

DUTY STATEMENT

DS 3022 (08/2026)

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

DUTY STATEMENT

JOB TITLE: Analyst III**POSITION #:** 472-577-5402-XXX**WORKING TITLE:****EMPLOYEE:**

POSITION DESCRIPTION: Under general direction of the Supervisor II, the Analyst III serves as a subject matter expert responsible for the coordination of highly complex and sensitive assignments related to regional center services, service provider qualifications, service payment methodologies, and the federal funding sources, including Medicaid, that finance the Intellectual and Developmental Disabilities service delivery system. This position independently oversees a variety of program development and fiscal support projects in support of the Department's Medicaid Waivers and State Plan Amendments, and of various Department of Developmental Services (Department) modernization efforts, in an area where established precedent is frequently limited and duties require advanced judgment and original analytical approaches.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to, and under general direction of, the Supervisor II.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 35% Provide subject matter expertise and independently complete the most complex and sensitive program coordination and development assignments related to state requirements, federal funding requirements, and compliance with federal assurance statements, and ensure accurate statewide data tracking on individual outcomes. Exercise full accountability for the accuracy, completeness, and soundness of the resulting analytical work products. Prepare and review internal and external reports and correspondence, and coordinate the work of other analysts assigned to related Medicaid Waiver and State Plan Amendment initiatives as needed.

- 25% Coordinate and participate in program partner meetings to obtain and provide input on the development of system functionalities supporting the Department's modernization efforts, including monitoring and reporting on various federal authorities. Serve as the subject matter expert on Home and Community-Based Services (HCBS) Waiver statutes, regulations, and monitoring procedures during program partner meetings, exercising advanced judgment in areas where guidance and precedent are frequently needed.
- 20% Research, analyze, and independently provide programmatic direction and recommendations on how the Department's modernization activities affect current and future processes, including federal reporting requirements, monitoring, and coordination with regional centers and program partners, applying original analytical approaches to open-ended assignments. Prepare and facilitate presentations to department leadership, without supervision, on complex subjects, identifying issues and opportunities for system and operational improvement.
- 15% Conduct assessment and analysis of policies with independent decision-making authority that carries departmental impact. Handle the most complicated and sensitive issues and develop policy recommendations and solutions. Brief and advise division and department leadership on the progress of modernization activities and required federal reporting. Coordinate with Department staff, the federal Centers for Medicare and Medicaid Services, the Department of Health Care Services, and other entities as necessary.

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. Occasional 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: the California developmental disabilities system and the service supports and needs of consumers; rate structures, provider qualifications, and Medicaid and Home and Community-Based Services funding requirements as related to the developmental disabilities system; state budgeting policies and procedures; principles, problems, and procedures of program planning, public administration, and the legislative process; principles and trends of organization and management; planning, implementation, monitoring, and evaluation methodology; and research techniques.

Ability to: Analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop, and coordinate program activities; design, implement, and evaluate programs and projects; recommend standards, policies, and procedures; analyze quantitative and qualitative data; analyze sensitive and controversial situations and communicate them effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts; develop and maintain cooperative and constructive working relationships with other agencies, program partners, 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; develop Excel worksheets with calculations and formulae, linked data within workbooks, and graphs and charts displaying statistical information; 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.