

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
STATEWIDE CLINICAL SERVICES DIVISION  
SAFETY NET BRANCH**

**DUTY STATEMENT**

**JOB TITLE:** Supervisor II

**POSITION #:** 472-563-4801-917

**WORKING TITLE:** Safety Net Supervisor

**EMPLOYEE:**

**POSITION DESCRIPTION:** Under the general direction of the Safety Net Branch Chief, the Supervisor II provides statewide leadership for developing, overseeing, and implementing safety net programs for individuals with intellectual and developmental disabilities who have complex or high acuity needs, including behavioral, mental, medical, forensic, and trauma needs. The role manages a team that delivers technical assistance on complex cases, supports the creation of high quality and equitable safety net resources, and oversees statewide resource tracking, planning, and policy development. The Supervisor II also leads staff responsible for implementing statewide initiatives. The position leads cross-departmental collaboration with the team to ensure integrated services for people with complex needs. The Supervisor II is responsible for developing and monitoring policy guidance, analysis, and research to inform statewide priorities. Overall, the role requires extensive coordination across multiple organizational levels to achieve key departmental initiatives and improved outcomes for individuals with high acuity needs.

**SUPERVISION EXERCISED:** Supervises professional staff.

**SUPERVISION RECEIVED:** Under the general direction of the Safety Net Branch.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Supervises and manages high-priority departmental projects related to the statewide safety net. Supervises staff in the design, execution, and monitoring of complex initiatives. Establishes project timelines, benchmarks, and performance metrics. Develop statewide reports, data dashboards, and budget proposals to brief the Director's office, Governor's Budget, legislative committees, and external partners. Provides leadership on projects, ensuring alignment with the Lanterman Act, Departmental strategic goals, and interagency mandates. Oversees and directly drafts policy briefs, white papers, and communications for executive leadership and external stakeholders.
- 25% Supervises staff responsible for developing and maintaining statewide policy, regulations, and program guidelines for safety net and crisis services, ensuring alignment with Title 17, Lanterman Act, and HCBS requirements. Provide expert analysis and interpretation of federal/state laws, regulations, and funding structures affecting safety net and clinical programs; advises Department Executive Leadership accordingly. Provide training, guidance, linkages and technical support to regional centers and community partners on crisis interventions, behavioral supports, and program implementation.

Lead analytical reviews, research projects, and pilot initiatives focused on improving service delivery systems, crisis prevention, and program scalability. Represent the Department at state forums, workgroups, and interagency meetings on disability, child welfare, public health, mental health, and crisis management.

- 25% Oversees a team providing expert technical assistance to regional centers and community partners regarding complex cases requiring high-intensity support. Ensures the team facilitates effective transition planning and resource identification for individuals in restrictive, state operated, crisis situations and temporary settings. Coordinates with other state departments on cross-system navigation to ensure individuals receive seamless, tailored support. Monitors outcomes to identify systemic gaps and directs the team to implement supportive strategies.
- 15% Supervises the oversight of safety net data, including crisis utilization rates, service authorization trends, and population demographics. Manages the team responsible for developing an evaluation process for the adoption and implementation of standardized evaluation and protocols for individuals with IDD. Uses data-driven insights to evaluate the efficacy of tools and interventions, making recommendations for program enhancements to improve service outcomes and reduce regional disparities.

**Marginal Job Functions:**

- 5% Attends and facilitates high-level internal and interagency meetings. Represents the Department in community forums and legislative hearings as required. Provides mentorship to staff, oversees recruitment and hiring, and manages performance through continuous feedback and training development. Promote staff development and retention by identifying training needs, facilitating learning opportunities, and supporting cross training in policy, data analysis, and crisis service delivery. Provides direct in-person supervision, when staff are onsite. Other duties as assigned within the scope of the classification.

**WORKING CONDITIONS:** Intermittent local and statewide travel. 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:**

Principles and practices of public management, including organizational planning, program design, and budget preparation. California's developmental services system, including the regional center system and the role of the Department of Developmental Services. State and federal laws, regulations, the Lanterman Act, and legislative processes related to Intellectual Developmental Disability services and safety net programs, as well as the application of evidence-based evaluation tools, instruments, or assessments. Experience utilizing project management methodologies (e.g., PMP, Lean Six Sigma) to lead statewide initiatives across multiple organizational silos. Principles of personnel management and effective supervision, including staff development, motivation, and performance evaluation. Proficiency with applications including Microsoft Word, Excel, PowerPoint, Outlook, Adobe, SharePoint, DocuSign, and virtual meeting and training-related products.

Ability to:

Work with multiple human service systems to address the needs of complex populations. Plan, organize, and manage the work of a multidisciplinary team. Establish and maintain project priorities. Formulate and implement complex policies and procedures. Analyze data and draw sound conclusions to inform program improvements and policy recommendations. Analyze situations accurately, take quick and effective action, and reason logically and creatively. Utilize data analytics to drive program evaluation, specifically in identifying individuals' needs and strengths and service gaps for individuals with co-occurring mental health and developmental disabilities. Communicate effectively with a wide range of audiences, including executive leadership, control agencies, and community stakeholders. Work effectively within an interdisciplinary team model. Collaborate with other divisions within the Department, regional center staff, professional peers, the public, and others. Adhere to Departmental policies and procedures related to confidential information.

**CERTIFICATION OR LICENSE:** None.

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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.