



DUTY STATEMENT

Classification Title: Supervisor I	Division: HQ Operations
Working Title: Manager – Data, Reporting, and Community Engagement	Office/Unit: Data, Reporting, and Community Engagement
Position Number: 792-100-4800-003	Effective Date:
Incumbent Name:	COI Classification ☒ YES ☐ NO
Supervisor Name:	Supervision Exercised ☒ YES ☐ NO

SUMMARY STATEMENT

Under general direction of the Manager I (HQ Operations and State Plan Manager), the Supervisor I serves as the manager of the Data, Reporting, and Community Engagement Unit. As a working manager, the Supervisor I leads, performs, and oversees complex work within these areas and provides supervision, direction and technical support to assigned staff. This position may require occasional work during evenings and/or weekends and travel throughout California, including overnight stays.

DUTIES AND RESPONSIBILITIES

30%	Agency Data Analytics and Reporting: - Oversees the use of data collection, analysis, and reporting tools and platforms, such as Qualtrics, Excel, and Microsoft Office, to monitor activity reporting, analyze quantitative and qualitative data, identify trends, and assess progress toward agency goals and performance measures. - Direct and support staff in developing and maintaining data collection and reporting instruments, dashboards, presentations, program reports and other tools that meet agency data analysis and reporting requirements and communicate findings to internal and external stakeholders and funding agencies. - Prepares, reviews, and/ or coordinates the timely submission of required state, federal, and agency reports including the annual federal Program Performance Report (PPR), State Plan progress and summary reports for the Council and its standing Committees, and other SCDD program and project reports as needed. - Oversees the research, analysis, development, editing, and aids in the submission of the Council's 5-year State Plan (and associated components), annual workplans, State Plan Amendment(s) and Update(s), etc. Supports SCDD staff, the State Plan Committee, and/or the Council to develop, revise, and submit proposed State Plan goals, objectives, milestones, timelines, and/or performance metrics in a timely manner, as required by federal law. - Oversees the development, administration, collection, input and/or analysis from electronic and/or public comment surveys, community townhalls, focus group(s) and other stakeholder input activities related to the State Plan. - Establishes and maintains data review processes to support the accuracy, completeness, consistency, and timely reporting of program performance data in compliance with state and
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	federal reporting mandates. - Monitors program performance and reporting progress, identifies trends or challenges, and provides findings or recommendations to leadership. - Leads in the development of the Data reporting and analytics resources, desk manuals, and/or Standard Operating Procedures (SOPs) Regional Staff, HQ Staff, and leadership reference in planning, engaging in, and reporting on all agency activities.
25%	Staff Supervision and Management: - Recruits, hires, and onboards personnel in accordance with applicable agency and state policies and procedures. - Provides supervision, mentoring, guidance, and leadership to staff and fosters a work environment that promotes collaboration, accountability, professional development, and timely completion of work. - Establishes and communicates staff responsibilities, scope of authority, performance expectations, priorities, and deadlines. Conducts regular one-on-one meetings to provide direction, review progress, address challenges and support staff performance. - Assigns and reviews staff work for quality, accuracy, completeness, timeliness, and thoroughness of analysis. Provides constructive feedback and ensures appropriate timelines are established and met. Conduct regular staff meetings to review projects and timelines, communicate priorities, address challenges, coordinate activities, and support an equitable and effective distribution of workload. - Conducts probationary and annual performance evaluations, recognizes staff accomplishments, identifies and addresses performance concerns, and takes appropriate corrective action in consultation with the Manager I and HR. - Identifies staff training and development needs, develops training plans, and provides or facilitates professional development opportunities. - Develops unit workplans, goals, objectives, performance measures, and timelines in alignment with agency priorities and in collaboration with the Manager I. - Uses appropriate project and workload management tools (e.g. Trello, Microsoft Planner, etc.) to assign and track work, monitor progress, manage projects, and provide regular updates to leadership. - Monitors progress towards unit goals and project milestones, identifies challenges, and implements adjustments to improve team performance, productivity, effectiveness, and timely completion of work.
25%	Data Systems, Digital Resources and Accessibility: - Develops and implements processes to improve the collection, storage, organization, management, and internal and external dissemination of agency data and information. - Leads and participates in the administration and use of agency data collection and reporting platforms, including Qualtrics and other online data management tools. - Develops and oversees the development of electronic surveys, forms, reporting tools, and other digital resources that meet agency program, data collection, and accessibility needs. - Provides or coordinates training and technical assistance to staff on activity reporting, State

	Plan reporting, data systems, digital tools, and related procedures and best practices. • Collaborates with the IT Associate, web team and agency programs on website projects, content reviews, updates, and improvements to support the accuracy, relevance, accessibility, and usability of public-facing information. • Serves as back-up Webmaster and supports continuity of essential website functions and updates. • Develops and presents, or oversees development and presentation of training, guidance, and resources on accessibility, plain language, and accessible digital content. • Develops and maintains desk manuals, standard operating procedures (SOPs), training materials, electronic resources, memos, and/or reports on the SCDD Intranet. • Reviews website and other digital content, design, and functionality using established accessibility and plain language principles and recommends or coordinates improvements, as appropriate.
15%	Statewide Self-Advocacy and Committee Supports: • Facilitates and provides support to the State Plan Committee, including coordinating activities, developing agendas, preparing and reviewing meeting materials, tracking action items, and supporting follow-up activities in collaboration with the Manager I and Committee leadership. • Provides support and oversight to the Self-Advocate Advisory Committee (SAAC) and other Council committees or workgroups related to self-advocacy. Ensuring agenda packets are complete, accurate, and posted in a timely manner, in conformance with Bagley-Keene and other state and/or federal requirements. • Oversees and participates in the development, coordination, implementation, and monitoring of statewide self-advocacy projects and activities. Provides direction and support to assigned staff and coordinates with regional and headquarters staff, self-advocates, self-advocacy organizations, and community partners to support effective implementation and meaningful participation by people with intellectual and developmental disabilities. • Ensures meeting materials and agenda packets are accurate, complete, accessible, and prepared and posted within required timelines and in accordance with the Bagley-Keene Open Meeting Act and other applicable state and federal requirements. • Attends and supports committee and workgroup meetings, as necessary, to facilitate participation, respond to programmatic questions, document decisions and action items, and ensure adequate staff support. • Applies accessibility and plain-language principles to self-advocacy projects, communications, meeting materials, and participation processes.

MARGINAL FUNCTIONS:

5%	The incumbent may be required to perform other duties as assigned, appropriate for the classification, and other related duties to fulfill the SCDD mission, goals, and objectives. Additional duties may include but not be limited to: Assisting where needed within the agency, which may include special assignments. Complying with general State and SCDD administrative reporting requirements (i.e. completion of time sheets, travel requests, training requests, etc.). Attending and participating in meetings, training, and exercises.
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CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public, with stakeholders, and with internal team members; develop and maintain knowledge and skill related to specific tasks, programs, technology, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

The incumbent must interact and collaborate in an appropriate and professional manner with individuals with IDD and/or cross-disabilities, family members, representatives of various federal, state, and local government agencies, private or non-governmental organizations, advisory committee members, and the public. They must follow secure protocol for use and maintenance of confidential and sensitive information, documentation, and work equipment, and must follow the agency's records retention policy.

The incumbent must be knowledgeable about developmental disabilities service system and cross-disability services and must deliver completed work that adapts to different learning styles and needs to support knowledge translation. This includes use of universal design, plain language, disability culture and etiquette, and cultural competency (including race, ethnicity, language, geography, justice involved, SES, age, LGBTQIA+, etc.). Ensure all deliverables and documents electronically shared or viewed are accessible, 508 compliant.

The incumbent must utilize technology tools and applications, including but not limited to Microsoft Office Suite, Constant Contact, OneNote, SharePoint, ODESA, CalATERS, Outlook, Qualtrics, Team Up Calendar, Zoom, and others.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The incumbent is regularly required sit/stand for meetings/ events; use a computer, and/or tablet, and phone; communicate orally and/or in writing; to travel; to use repetitive hand motions to handle equipment and documents; to maneuver and manage up to 25 pounds in office and in the community.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with HR Analyst.

Employee Printed Name:

Employee Signature:

Date:

I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above

Supervisor Printed Name:

Supervisor Signature:

Date: