

DUTY STATEMENT

DS 3022 (04/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
COMMUNITY DEVELOPMENT DIVISION
PROGRAM SECTION**

DUTY STATEMENT

JOB TITLE: Analyst II**POSITION #:** 472-558-5393-XXX**WORKING TITLE:****EMPLOYEE:**

POSITION DESCRIPTION: The Analyst II performs complex analytical and administrative duties at the full journey level, exercising independent judgement and responsibility for varied and complex assignments, in support of state- and local-level programs and initiatives related to residential services for individuals with intellectual and developmental disabilities. Responsibilities include reviewing residential program plans and proposed staffing changes to ensure compliance with applicable laws and regulations; analyzing the impact of proposed legislation on the Department and the State; providing information to the public regarding residential service options; maintaining residential program databases and official records; and developing and delivering notifications or training to regional centers, service providers, and members of the public regarding residential regulations, policies, and related issues.

SUPERVISION EXERCISED: NONE

SUPERVISION RECEIVED: Reports to, and under direction of the Program Section supervisor.

EXAMPLES OF DUTIES:Essential Job Functions:

- 35% Performs regulatory reviews of community-based residential program plans for new and existing residential facility development to ensure compliance with applicable federal and state laws, regulations, and Departmental requirements. Evaluates proposed program components, staffing patterns, and service delivery models for regulatory alignment and program integrity. Independently analyzes identified issues and evaluates alternatives. Provides technical assistance and guidance to community providers and/or regional center representatives to support necessary revisions or modifications to program plans to achieve compliance and approval.
- 30% Prepares and conducts briefings, trainings, and provides technical assistance to regional center staff, service providers, and Departmental teams regarding residential community services and related issues affecting individuals with

intellectual and developmental disabilities. Develops and maintains a variety of reports and accurately enters and updates data in the Prolink database to support tracking, monitoring, compliance oversight, and program analysis.

- 25% Coordinates meetings and workgroups with other Departmental units, state agencies, and regional centers to support the review and approval of residential program plans. Prepare reports, correspondence, and other written documents to respond to inquiries, issues, and complaints, ensuring accuracy, clarity, and compliance with applicable regulations and Departmental policies.

Marginal Job Functions:

- 5% Analyzes and supports the maintenance of residential databases by working with providers to verify that information submitted to the Department is complete and accurate. Ensures that all data entered into the system is correct and up to date. Travels to regional centers or residential facilities, as needed, to provide training, technical assistance, or monitoring of program compliance and service delivery.
- 5% Assists in preparing reports and reviewing plans for compliance with Home and Community-Based Services Waiver requirements. Performs other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open, partitioned office environment located in a multi-story building in downtown Sacramento. Tasks include prolonged use of a computer, document review, telephone communication, and other job-related activities for several hours daily. The position may involve periods of high demand and irregular hours during peak workloads. 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: Microsoft Office applications (Outlook, Word, Excel); principles, practices, and trends of public administration; formal and informal aspects of the legislative process; and the administration and Department's goals and policies.

Ability to: Present and document information; analyze data and convey ideas; review and edit reports; establish priorities and take effective action; work collaboratively with multidisciplinary teams, including regional centers, state-operated facilities, other state agencies; provide technical assistance in community resource development; and build and maintain effective working relationships with professionals involved in housing and community services for individuals with intellectual and developmental disabilities.

CERTIFICATION OR LICENSE: None

JOB TITLE: Analyst II

POSITION #: 472-558-5393-xxx

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.