

DUTY STATEMENT

DS 3022 (10/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY ASSISTANCE AND EMPOWERMENT
ACCESS AND EQUITY DIVISION
COMMUNITY NAVIGATION AND GRANTS OPERATIONS UNIT**

DUTY STATEMENT

JOB TITLE: Supervisor I**POSITION #:** 472-552-4800-917**WORKING TITLE:** Community Navigation & Grant Operations Supervisor**EMPLOYEE:**

POSITION DESCRIPTION: Under the general direction of the Service Access and Equity (SAE) Division Manager, the Supervisor I works collaboratively with multiple Department divisions and sections to promote state-wide service access and equity policy for individuals with intellectual and developmental disabilities served by regional centers in the community. The Supervisor I provides critical expertise to develop, organize, and manage various projects and initiatives in the community to significantly expand culturally and linguistically appropriate engagement and outreach to California's diverse people served. Provides engagement opportunities and assists the Department in achieving service access and equity in the community. The Supervisor I works directly with the Division Manager and regional centers to ensure funded projects and programs focused on equity and language access operate effectively and improve access for diverse and under-resourced communities.

SUPERVISION EXERCISED: A number of rank-and-file staff/professional staff

SUPERVISION RECEIVED: Reports to, and works under the general direction of, the SAE Division Manager. The position may also receive guidance or direction from other SAE program leads or designated supervisory staff as needed to support division operations.

EXAMPLES OF DUTIES:Essential Job Functions:

- 30% Oversee and manage staff performing the SAE Grant Program and Community Navigator Program (CNP) functions, including the development and implementation of annual guidelines, application processes, review panels, grantee/contractor orientation, and statewide program operations. Direct Grant Managers and Analyst staff in coordinating all aspects of the SAE application process in compliance with applicable state requirements, and ensure statutory requirements and Department priorities are correctly interpreted and applied to refine statewide CNP operations. Oversee development of SAE guidelines, statewide funding priorities, and scoring

criteria, as well as CNP program policies, standards, and procedures governing the work of the contractor and 21 lead programs. Ensure statewide data collection expectations and reporting protocols are established and maintained for more than 100 Community Navigators, consistent with the Department's standardized measures.

- 20% Work closely with the Chief Equity Officer and Division/SAE Managers to plan, design, and oversee the implementation of SAE and CNP initiatives. Direct the development of high-level talking points, presentations, and summary documents for Executive Management, Department leadership, and external stakeholders. Provide program evaluation and analysis consistent with Department priorities, and provide guidance and support to staff to ensure successful implementation of SAE and CNP programs and initiatives.
- 20% Act as liaison to internal and external organizations; oversee coordination of meetings and activities with stakeholder groups, community-based organizations, Regional Centers, Family Resource Centers, Community Navigators, and the statewide contractor. Oversee monthly calls and/or quarterly meetings with Community-Based organizations (CBOs) and regional centers. Lead informational calls and outreach presentations for prospective SAE applicants and CNP awareness. Participate in and present at statewide community partner meetings. Communicate with successful and unsuccessful SAE applicants on award determinations and provide necessary implementation documents. Prepare and deliver briefings and communication materials for executive leadership and external partners, and collaborate as needed with related Department programs.
- 15% Oversee management and monitoring of the \$5.3 million annual CNP contract with Family Resource Centers Network of California(FRCNCA) /Heluna Health, which subcontracts with 21 Family Resource Centers. Oversee quarterly and annual reporting submitted by all 21 lead programs, ensuring accuracy, completeness, and consistency with statewide expectations. Ensure staff provide statewide training to CNP leads and contractor staff on data collection standards, reporting, and compliance, and oversee quarterly statewide office hours for technical assistance.
- 10% Oversee collaboration with the Department's Research team on analytical methods for evaluating SAE and CNP program effectiveness, including pre/post comparison analyses of service access and utilization outcomes. Ensure program goals and metrics align with Department equity goals, and direct use of data insights to inform strategic planning, program improvement recommendations, and leadership decision-making.

Marginal Job Functions:

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

WORKING CONDITIONS: Occasional overnight travel within California.

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 diversity, inclusion, and equity issues, particularly as they relate to individuals with intellectual and developmental disabilities, including knowledge of implicit bias, cultural awareness, and culturally competent service delivery. Candidates should have demonstrated experience developing and managing complex, multi-year contracts, including scopes of work, deliverables, performance measures, contractor monitoring, compliance with state requirements, and corrective action implementation. A strong understanding of California's developmental disability service delivery system, the Lanterman Act, and state and federal budgeting policies and procedures is highly preferred. Candidates should be able to synthesize information from multiple sources to support decision-making, develop written reports tailored to diverse audiences, and manage multiple projects within tight timelines. Bilingual language skills and the ability to communicate effectively with individuals whose preferred language is not English are highly desirable, as is the ability to engage professionally and tactfully with culturally diverse communities.

Ability to communicate effectively and apply logical and creative reasoning to analyze and explain data and support the development of procedures for program implementation. Proficiency in Microsoft Office applications including Word, PowerPoint, SharePoint and Outlook is required, with advanced Excel skills desirable. Candidates must be responsive to the needs of the public, Department staff, other agencies, and stakeholder groups, and demonstrate the ability to engage courteously, tactfully, and collaboratively with others. The ability to work independently, analyze situations, and take effective action using initiative and resourcefulness is strongly desired. Candidates must also be able to develop and maintain collaborative working relationships and interactions with Department and Regional Center staff, community-based organizations, other state agencies, stakeholder groups, and the public.

JOB TITLE: Supervisor I

POSITION #: 472-552-4800-917

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.