

DUTY STATEMENT

DS 3022 (08/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OPERATIONS
LEGISLATION AND PUBLIC AFFAIRS DIVISION
LEGISLATION AND REGULATIONS BRANCH**

DUTY STATEMENT

JOB TITLE: Analyst III**POSITION #:** 472-421-5402-342**WORKING TITLE:** Legislative and Budget Analyst **EMPLOYEE:**

POSITION DESCRIPTION: The Analyst III is responsible for coordinating and supporting the development of the Department of Developmental Services (Department) trailer bill proposals within the annual state budget process. This position coordinates a sensitive area of the Department's operations, requiring the incumbent to manage politically visible and time-critical proposals with department-wide impact. The incumbent performs highly complex and sensitive analytical work requiring substantial independence, subject matter expertise, and collaboration with executive leadership, program divisions, the Department of Finance (DOF), the California Health & Human Services Agency (CalHHS), legislative staff, and other oversight entities. This position supports the development of trailer bill proposals that align with departmental priorities, statutory and fiscal requirements, and statewide developmental services policy goals. The incumbent must demonstrate a strong understanding of budget and legislative protocols, as well as the political sensitivity surrounding various policy issues, in order to represent the Department effectively to all partners involved in the budget and legislative process.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to and works under general direction of the Legislation and Regulations Branch Chief.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 35% Collaborates with program staff to coordinate the drafting, analysis, refinement, and submission of trailer bill proposals and fact sheets, working closely with program leadership, legal counsel, fiscal staff, and executive management so proposals reflect program needs, operational considerations, and Department priorities. Partners with Department leadership and staff to identify trailer bill issues and provides expert consultation on statutory requirements, legislative precedent, and implications for service delivery. Assigns proposals to program, fiscal, and legal staff for input; offers policy development guidance to program management; offers strategic advice and guidance to program on navigating the internal Administration

budget process and legislative process; and leads cross-department coordination efforts as needed. Manages timelines, workflows, and internal review processes by establishing internal deadlines and monitoring progress to meet DOF and CalHHS requirements. Provides recommendations on trailer bill proposals for executive leadership's consideration.

- 20% Coordinates pre-hearings, hearing preparation, and responses to inquiries on budget trailer bill language in collaboration with executive management, and represents the Department in meetings related to budget trailer bills, including discussions with CalHHS, DOF, community partners, and legislative staff. Participates in community partner meetings and other policy development discussions. Works with programs on proposals supporting the Department's legislative priorities.
- 20% Prepares summary documents and compiles briefing materials for meetings, provides expertise to departmental staff on the trailer bill process, and trains staff on trailer bill development and hearing preparation. Coordinates with the Department's program and fiscal teams to draft talking points for trailer bill proposals for briefings with CalHHS, DOF, and legislative pre-hearings and hearings. Tracks and monitors legislative and advocates' trailer bill proposals; consults with program and executive leadership on those proposals; works with the Department's program, legal, and fiscal teams to identify policy, programmatic, implementation, fiscal, automation, and legal concerns related to those proposals; drafts amendments for executive leadership's consideration; and coordinates responses with CalHHS, and the Legislature.
- 20% Monitors legislative actions and communicates required departmental responses. Tracks the progress of Department trailer bill proposals throughout the executive and legislative processes. Maintains organized records of proposals, amendments, analyses, communications, and approvals. Supports the Department's broader legislative workload, including bill tracking, bill analyses, coordination with community partners, and assisting with the Department's participation in legislative briefings as needed, along with performing any additional tasks requested by the Branch Chief, Deputy Director, or Directorate.

Marginal Job Functions:

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

WORKING CONDITIONS: This position requires occasional overtime and may require flexibility in the work schedule. 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: Developing trailer bills or program related statutory analyses; Department programs, Lanterman Act provisions, and regional center operations; principles, problems, and procedures of program planning, public administration, and the legislative process.

Ability to: Manage multiple priorities in a fast-paced environment; work prolonged periods of computer and desk work; track multiple issues in a fast-moving environment; analyze legislation, identify concerns, and make recommendations to management; analyze sensitive and controversial situations accurately and communicate them effectively, act with tact and diplomacy with many interested people and groups representing the community, and maintain confidentiality; work independently and as a team player is proactive, organized, and a problem solver.

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.