

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
EARLY CHILDHOOD AND YOUTH SERVICES DIVISION
EARLY START BRANCH
PROGRAM COMPLIANCE SECTION**

DUTY STATEMENT

JOB TITLE: Analyst II

POSITION #: 472-572-5393-XXX

EMPLOYEE:

POSITION DESCRIPTION: The Analyst II will support and lead activities related to local program compliance monitoring under the Part C of the Individuals with Disabilities Education Act (IDEA), California's early intervention program, known in California as Early Start. The incumbent will support the completion of projects to ensure that federal compliance reporting requirements for California's Annual Performance Report (APR) are met and act as lead in providing technical assistance to local programs such as, the California Department of Education (CDE), local educational agencies (LEAs), regional centers, family resource centers, and our community regarding the service delivery of California's Early Start Program and other related services for individuals with developmental disabilities within the state. The position will serve as a point of contact for the Early Start community, interagency meetings, and other state departments on matters related to compliance.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, under general direction of the Supervisor I, Program Compliance Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 30% Coordinate the major functions related to Early Start compliance monitoring of local programs that include regional centers and LEAs. Participate in the development of state and federal required reports which may include developing, implementing, and monitoring reports from departmental data sources and the CDE. Compile data and input for federal reporting activities and other reports as required. Respond to requests for information or assistance on behalf of the individuals serviced through California's Early Start Program and California's Developmental Service System.

- 30% Conduct monitoring reviews and prepare finding reports and related correspondence of local programs. Coordinate and track local program corrective actions and follow up and compliance with state and federal requirements. Assist in the preparation of required performance reports for submission to the federal Office of Special Education Programs (OSEP).
- 15% Provide technical assistance to the local programs, which include regional centers, LEAs, and CDE, as well as the community on state and federal compliance requirements regarding Early Start Services. Provide input on training materials, procedures, as well as draft guidance related to these requirements.
- 15% Complete and provide support on department special projects, provide data and legislative analyses to inform policy makers on program objectives as required, participate in meetings in support of various federal programs, and participate on initiatives that may include, but are not limited to the State Systemic Improvement Plan (SSIP) activities.
- 5% Participate in the development, evaluation, and monitoring of standards, policies and procedures related to local program implementation. Collaboration with other sections within the Early Childhood and Youth Services division.

Marginal Job Functions:

- 5% Represent the department in meetings on program issues with regional centers, LEAs, CDE, other state departments, and other public or private entities. Other duties assigned within the scope of the classification.

WORKING CONDITIONS: 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. Work requires the use of a computer. Daytime and overnight statewide travel may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Part C of IDEA, SSIP, the Lanterman Act, California's Early Start Program, and the developmental disabilities service system; Microsoft Word Office Suite, Windows and related software. Excel and related applications for data collection and analysis. Working with and leading staff in a team environment. Analytical and research methods, human service systems and agencies.

Ability to: Research, analyze, and interpret laws and regulations. Summarize relevant information and present data to department staff and the community. Evaluate time-sensitive situations, identify issues, and take appropriate action to resolve problems effectively. Meet and interact respectfully with the public, our community, other State and legislative officials. Establish and maintain effective working relations with others and adhere to professional conduct at all times. Adhere to office policies and procedures related to confidential information. Discretion with confidential information must be used at all times.

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.

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
EARLY CHILDHOOD AND YOUTH SERVICES DIVISION
EARLY START BRANCH
PROGRAM COMPLIANCE SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II**POSITION #:** 472-572-8352-XXX**EMPLOYEE:**

POSITION DESCRIPTION: The Community Program Specialist II (CPS II) will support and lead activities related to local program compliance monitoring under the Part C of the Individuals with Disabilities Education Act (IDEA), California's early intervention program, known in California as Early Start. The incumbent will support the completion of projects to ensure that federal compliance reporting requirements for California's Annual Performance Report (APR) are met and act as lead in providing technical assistance to local programs such as, the California Department of Education (CDE), local educational agencies (LEAs), regional centers, family resource centers, and our community regarding the service delivery of California's Early Start Program and other related services for individuals with developmental disabilities within the state. The position will serve as a point of contact for the Early Start community, interagency meetings, and other state departments on matters related to compliance.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to, under general direction of the Supervisor I, Program Compliance Section.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 30% Coordinate the major functions related to Early Start compliance monitoring of local programs that include regional centers and LEAs. Participate in the development of state and federal required reports which may include developing, implementing, and monitoring reports from departmental data sources and the CDE. Compile data and input for federal reporting activities and other reports as required. Respond to requests for information or assistance on behalf of the individuals serviced through California's Early Start Program and California's Developmental Service System.

- 30% Conduct monitoring reviews and prepare finding reports and related correspondence of local programs. Coordinate and track local program corrective actions and follow up and compliance with state and federal requirements. Assist in the preparation of required performance reports for submission to the federal Office of Special Education Programs (OSEP).
- 15% Provide technical assistance to the local programs, which include regional centers, LEAs, and CDE, as well as the community on state and federal compliance requirements regarding Early Start Services. Provide input on training materials, procedures, as well as draft guidance related to these requirements.
- 15% Complete and provide support on department special projects, provide data and legislative analyses to inform policy makers on program objectives as required, participate in meetings in support of various federal programs, and participate on initiatives that may include, but are not limited to the State Systemic Improvement Plan (SSIP) activities.
- 5% Participate in the development, evaluation, and monitoring of standards, policies and procedures related to local program implementation. Collaboration with other sections within the Early Childhood and Youth Services division.

Marginal Job Functions:

- 5% Represent the department in meetings on program issues with regional centers, LEAs, CDE, other state departments, and other public or private entities. Other duties assigned within the scope of the classification.

WORKING CONDITIONS: 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. Work requires the use of a computer. Daytime and overnight statewide travel may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Part C of IDEA, SSIP, the Lanterman Act, California's Early Start Program, and the developmental disabilities service system; Microsoft Word Office Suite, Windows and related software. Excel and related applications for data collection and analysis. Working with and leading staff in a team environment. Analytical and research methods, human service systems and agencies.

Ability to: Research, analyze, and interpret laws and regulations. Summarize relevant information and present data to department staff and the community. Evaluate time-sensitive situations, identify issues, and take appropriate action to resolve problems effectively. Meet and interact respectfully with the public, our community, other State and legislative officials. Establish and maintain effective working relations with others and adhere to professional conduct at all times. Adhere to office policies and procedures related to confidential information. Discretion with confidential information must be used at all times.

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.