

DUTY STATEMENT

DS 3022 (10/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY ASSISTANCE AND EMPOWERMENT DIVISION
SELF-DETERMINATION PROGRAM BRANCH
POLICY UNIT**

DUTY STATEMENT

JOB TITLE: Supervisor I**POSITION #:** 472-574-4800-XXX**WORKING TITLE:** Self-Determination Program Policy Supervisor**EMPLOYEE:**

POSITION DESCRIPTION: Under the general direction of the Community Program Specialist IV (CPS IV) in the Self-Determination Program (SDP) Branch, SDP Policy Unit, the Supervisor I is responsible for assisting, directing, coordinating, and overseeing activities of professional level staff. This position leads policy writing for the SDP, leads the liaison activities with each regional center and completes the higher-level assignments associated with the State's efforts on the implementation, administration and oversight of state activities related to the SDP.

SUPERVISION EXERCISED: Provides direct supervision to various professional level staff.

SUPERVISION RECEIVED: Reports to, and under general direction of, the Self-Determination Program Manager (CPS IV).

EXAMPLES OF DUTIES:Essential Job Functions:

- 30% Manage and supervise various professional level staff in the SDP Policy Unit. Oversee, assist, and provide supervision to staff in the development, writing, evaluation, and monitoring of the standards and policies of the program. Ensure all guidance, including directives and frequently asked questions (FAQs), are current and align with state and federal laws and regulations related to the implementation of the SDP in California. Oversee the research and compilation of information related to self-directed services and federal waivers provided in other states to inform programmatic improvements for the SDP. Provide supervision to ensure technical assistance and support is provided on the statewide implementation and activities of the program to regional center staff concerning the compliance with the federal and state requirements.
- 20% Support statewide implementation of the SDP and identifying and resolving issues

related to the successful implementation of the program. Collect, compile, track, interpret, maintain, and perform interim analysis data regarding the enrollment and participation in the statewide SDP.

- 10% Analyze laws, regulations and Department policies and apply critical thinking to provide recommendations for programmatic improvement. Develop, produce and advise on reports, as required for executive management, partners, and Centers for Medicare & Medicaid Services (CMS).
- 10% Oversee communication with all SDP community partners, including other state departments, regional centers, Department workgroups/subgroups, internal teams, service providers, individuals served, and families. Coordinate with contractors and partners regarding the SDP including coordinating continuous outreach as well as programmatic improvement via feedback loops with regional centers, SDP Financial Management Service (FMS) vendors, SDP providers, individuals and their families and other community partners.
- 10% Represent the Department or CPS IV in internal and community meetings on program issues with regional centers and other community partners. Lead special projects related to SDP integrity and program quality, person-centered practices, and compliance with state and federal requirements. Prepare analyses and recommendations for management on program improvements, emerging issues, or needed policy updates.
- 10% Collaborate with other sections within the Department to support the coordination, sharing of information and maintain consistent interpretation of SDP across the system.

Marginal Job Functions:

- 5% Respond to requests for information/assistance on behalf of the individuals, families served, advocates and service providers regarding SDP policy concerns or general program information.
- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: In-office days required where work is performed in an open-spaced, partitioned office environment in close proximity to co-workers while using a Department issued computer or reviewing documents. Travel is required occasionally and includes continuous days of overnight stay.

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: The Lanterman Act and developmental services system. Applicable state laws, policies, directives, regulations and federal SDP waiver. Principles, practices, and trends of public and business administration, including supporting management and staff; principles and practices of employee supervision; formal and informal aspects of the legislative process; and the Administration and Department's goals and policies. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required. Strong communication skills are essential to the successful performance and completion of job duties.

Ability to: Perform complex analytical and administrative duties including reading and interpreting laws, regulations, and policies; presenting data, findings, and reports in public forums and meetings; evaluating issues, identifying solutions, and taking effective action; drafting clear, comprehensive, and well-organized directives, reports; safeguarding sensitive and confidential information; interacting tactfully and professionally with the public and stakeholders; establishing and maintaining effective working relationships; applying relevant laws, rules, policies, and procedures; proactively identifying and communicating critical issues to leadership; effectively leading and guiding team members; managing multiple priorities in a fast-paced environment; and establishing and maintaining project timelines.

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.