



DUTY STATEMENT	
Classification Title: Analyst II	Division: Regional Office Operations
Working Title: Community Program Specialist	Office/Unit: Bay Area Regional Office
Position Number: 792-105-5393-001	Effective Date:
Incumbent Name:	COI Classification ☐ YES ☒ NO
Supervisor Name:	Supervision Exercised ☐ YES ☒ NO
SUMMARY STATEMENT	
Under the direction of the Manager I, the incumbent independently coordinates a variety of complex technical, administrative, and analytical activities for the federal grant SCDD receives for California (Basic State Grant, BSG), focused on intellectual and/or developmental disabilities (I/DD) communities and the systems that impact them. The incumbent performs full journey level analytical duties, utilizing the California State Plan, to develop, identify and update accessible information tools, training, and resources for the purpose of regional and statewide systems change, advocacy, stakeholder engagement, and leadership development for people with I/DD, their families, professionals, and other stakeholders. The incumbent independently performs duties requiring independence, flexibility, collaboration, and tact. This position requires frequent travel in-region and occasional travel out of region using a personal vehicle for official state business; mileage reimbursement will be provided in accordance with state regulations. Must possess and maintain a valid California driver's license and carry adequate vehicle insurance as required by state policy. This position requires some work during evenings and weekends. This position is designated bilingual and requires the incumbent to perform essential job functions in Spanish at least 10% of the time. Responsibilities include providing written and/or oral translation between English and Spanish as part of daily duties.	
DUTIES AND RESPONSIBILITIES	
35%	Capacity-Building, Outreach, Community Engagement - Interface with various public and private sector agencies to improve service quality, resolve issues, and further outcomes of inclusion, participation, and productivity for those with IDD. - Represent SCDD and build awareness of SCDD initiatives and SCDD's authority. - Strategize, develop, and implement statewide and regional State Plan activities such

	as virtual, in-person, and/or hybrid format meetings, training, conferences, seminars, and other events with stakeholders. This includes project management and developing outreach flyers / advertising, coordinating event speakers, presenting / training, and handling logistics (e.g. site research and selection, contracting, travel coordination, and use of virtual training platforms) and follow up activities. • Provide recommendations and guidance to stakeholder organizations, individuals with IDD, and their families on accessing community systems, services, and rights through training, technical assistance, clinics, outreach, resources, and/or referrals. • Utilizing cultural competence and humility, engage community partners, develop and maintain effective partnerships.
30%	Analytical Functions • Independently utilize the State Plan to identify, develop, and update accessible information tools and resources for the purpose of educating people with I/DD, their families, and other stakeholders. (e.g. Accessible and plain language curriculum, handouts, newsletters, forms, brochures, policies and procedures). • In support of State Plan initiative and related projects, research and analyze relevant legislation, regulation, and policy. Independently conduct complex research and interpret historical qualitative and quantitative data, including identification of systemic patterns, forecasting and trends impacting individuals with I/DD. • Synthesize complex information from multiple sources and translate it into actionable strategies for policy, program, and community initiatives. • Develop, annotate, and promote best and innovative/promising practices impacting individuals with I/DD using federal and state data sources, academic journals, community-based input, technical documents and other sources. • Research, develop, update, and deliver content / curriculum for in-person, virtual, and hybrid trainings/seminars/presentations on a variety of topics specified in the State Plan to individuals with I/DD, family members, professionals, and other stakeholders. • Create and utilize evaluation tools (e.g. polls, informal feedback, questionnaires and training evaluations) to analyze and measure the effectiveness of State Plan activities, and to assess gaps and needs. • Apply project management methodologies to establish regional and statewide work plans, track plan implementation and measure effectiveness. Evaluate project outcomes and outputs and make recommendations to management for improvements. • Compile and aggregate data to prepare accurate and timely monthly reports on State Plan activities utilizing Qualtrics and other reporting tools.
30%	Systems Change and Advocacy • Responsible for identifying solutions for improving service systems by synthesizing data gained via collaboration with diverse stakeholders. • Strategically develop recommendations to stakeholders, regulatory bodies, and policy

	makers on systemic issues impacting individuals with I/DD. • Participate in, facilitate, serve as a liaison to, and/or chair regional and statewide outreach activities, committees/task forces, focus groups, and/or collaboratives aligned with SCDD goals and initiatives, as assigned. • Provide logical and objective input that aligns with SCDD policy positions; analyze information shared for prioritized action items. Develop and/or analyze position papers on relevant legislation and regulations. • Provide testimony on systemic issues to legislative or other policy-making bodies, as assigned.
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MARGINAL FUNCTIONS:

5%	The incumbent may be required to perform other duties as assigned, appropriate for the classification, and other related duties to fulfill the SCDD mission, goals, and objectives. Additional duties may include, but not be limited to: • Assisting where needed within the agency, which may include special assignments • Complying with general State and SCDD administrative reporting requirements (i.e. completion of time sheets, travel requests, training requests, etc.). • Attending and participating in staff meetings, Regional Advisory Committee (RAC) meetings, training, and exercises.
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CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public, with stakeholders, and with internal team members; develop and maintain knowledge and skill related to specific tasks, programs, technology, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

The incumbent must interact and collaborate in an appropriate and professional manner with individuals with I/DD and/or cross-disabilities, family members, representatives of various federal, state, and local government agencies, private or non-governmental organizations, advisory committee members, and the public. They must follow secure protocol for use and maintenance of confidential and sensitive information, documentation, and work equipment, and must follow the agency's records retention policy.

The incumbent must be knowledgeable about developmental disabilities service system and cross-disability services and must deliver completed work that adapts to different learning styles and needs to support knowledge translation. This includes use of universal design, plain language, disability culture and etiquette, and cultural competency (including race, ethnicity, language, geography, justice involved, SES, age, LGBTQIA+, etc.). Ensure all deliverables and documents electronically shared or viewed are accessible, 508 compliant.

The incumbent must utilize technology tools and applications, including but not limited to Microsoft Office Suite, Constant Contact, OneNote, SharePoint, ODESA, CalATERS, Outlook, Qualtrics, Team Up Calendar, Zoom, and others.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The incumbent is regularly required sit/stand for meetings/ events; use a computer, and/or tablet, and phone; communicate orally and/or in writing; to travel; to use repetitive hand motions to handle equipment and documents; to maneuver and manage up to 25 pounds in office and in the community. Must have the ability to transport work equipment and materials to various worksites in the region.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Personnel Analyst.

Employee Printed Name:

Employee Signature:

Date:

I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.