DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
EARLY CHILDHOOD AND YOUTH SERVICES DIVISION
CHILDREN AND YOUTH SERVICES BRANCH
TRANSITIONS AND PARTNERSHIPS SECTION

DUTY STATEMENT

JOB TITLE: ANALYST III **POSITION #** 472-586-5402-XXX

EMPLOYEE:

POSITION DESCRIPTION: The Analyst III performs advanced and complex, analytical and consultative work related to the Life Outcomes Improvement System (LOIS) project. The position provides expert-level analysis, technical assistance, policy interpretation, and coordination to support the modernization of the developmental services case management system to meet the needs of children and youth from ages three to 22.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports to and under general direction of the Community Program Specialist IV, Transition and Partnership Section

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Serve as an advanced subject matter expert on statutes, regulations, and monitoring requirements governing the developmental disabilities service delivery system, with a focus on Lanterman Act programs for children and youth. Interpret federal and state requirements and provide guidance to support design, policy alignment, and statewide implementation of the LOIS system. Act as a primary Early Childhood and Youth Services (ECYS) Division point of contact for LOIS-related program issues, elevating high-impact or sensitive matters to division leadership as appropriate.

25% Collaborate with and serve as a liaison between LOIS project teams, regional centers, service providers, families, and community partners to support system development and readiness. Coordinate and participate in community meetings to obtain input on system functionality and operational impacts. Develop and disseminate communications and outreach materials, including emails, website updates, bulletins, notices, surveys, presentations, webinars, and frequently asked questions (FAQs), to support management and statewide engagement.

20% Define and document program processes, program requirements, and data elements related to the Lanterman Act to share information with key partners.

Translate programmatic and fiscal requirements into detailed functional specifications, user stories, and data standards to support system development, testing, and implementation. Review and validate ECYS business requirements to ensure consistency, accuracy, and compliance.

10% Analyze complex, sensitive, and high-risk issues affecting statewide service delivery, fiscal accountability, and regulatory compliance. Develop policy options, recommendations, and mitigation strategies. Prepare briefings, reports, and analytical summaries for division and department leadership, including information supporting required state and federal reporting.

Marginal Job Functions:

10% Support the development of system testing and training plans, outcome measures, and implementation criteria. Monitor test execution, defect identification, and resolution activities. Assist with system-related inquiries, user support, post-implementation follow-up, and other duties assigned within the scope of the classification.

WORKING CONDITIONS: Work may be performed in an open-spaced partitioned office environment. 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 developmental disabilities service system. Lanterman Act regulations and statues. Microsoft Office, Windows, Excel, PowerPoint, Outlook, Sharepoint, and Microsoft Teams.

Ability to: Meet and engage respectfully with the public, our community, and other state departments. Develop recommendations and solutions. Establish and maintain effective working relationships. Adhere to professional conduct. Adhere to office policies and procedures related to confidential information. Use discretion with confidential information.

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.