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

DUTY STATEMENT

JOB TITLE: Analyst II **POSITION #:** 472-574-5393-004

WORKING TITLE: Policy and Implementation Analyst **EMPLOYEE:**

POSITION DESCRIPTION: Under the direction of the Supervisor I in the Self-Determination Program (SDP) Branch, Policy and Implementation Unit, the Analyst II works collaboratively with regional centers and community partners in the development, implementation, and oversight of the SDP. The Analyst II may act as lead on a variety of projects involving interagency activities and community engagement activities.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Under the direction of the Supervisor I.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Develop and finalize technical materials including directives, presentations, and reports related to the implementation, and oversight of the SDP. Identify issues in SDP implementation and actively seek out solutions and improvements to strengthen program operations. Analyze laws, regulations, and Department policies to recommend improvements for the program. Track, compile, interpret, and maintain SDP data to support decision-making and reporting. Prepare clear, concise and accurate reports for executive leadership, community partners, and Centers for Medicare and Medicaid Services (CMS). Review and analyze information to make recommendations for guidance, directives, and FAQs for alignment with state and federal requirements. Research self-directed service models and federal waivers in other states to provide recommendations to strengthen the California SDP.

35% Maintain ongoing communication with state departments, regional centers, Department workgroups, internal teams, service providers, individuals served, families, and other community partners while addressing a broad range of program and operational issues. Coordinate with contractors and community partners on SDP outreach and program improvements. Find, review, interpret and clarify laws, regulations, guidance documents, and internal resources to provide technical assistance, consultation and recommendations to Department

staff and external community members on complex matters related to the implementation of SDP. Communicate recommendations in a variety of methods including PowerPoints, reports and emails.

20% Develop and complete clear and accurate materials, prepare for, and conduct trainings, webinars and meetings for diverse audiences. Coordinate and participate in meetings, planning sessions, and community engagement activities to support broader SDP goals and address community needs. Attend required trainings and stay current on relevant trends and best practices. Maintain and update website content to reflect the needs of the SDP. Monitor program email inboxes developing responses and providing clear, accurate and timely information to the community. Represent the Department Supervisor I in internal and community meetings, participating in collaborative efforts, contributing to program evaluation, planning and continuous improvement.

Marginal Job Functions:

5% Attends, facilitates, and actively participates in team meetings. Contributes information and ideas within the team or management to maintain an environment conducive to learning and supporting a cohesive team atmosphere.

5% Other duties as 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. Some statewide travel may be necessary and may be overnight.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Lanterman Act and developmental services system; SDP, applicable state and federal laws, policies, and regulations; Home Community-Based Services (HCBS) Waivers, State Plan Amendments, and The Centers for Medicare & Medicaid Services (CMS) regulations for HCBS; processes of community and group interaction in developmental disabilities planning procedures; and current trends in developmental disabilities, public health, and public welfare.

Ability to: Develop strong, cooperative and harmonious relationships with state departments, regional centers, service providers, consumers, families and other communities; work directly with professionals in the developmental disabilities field to align and improve services for individuals with developmental disabilities. Assess situations thoroughly, determine appropriate responses, and take timely effective action. Communicate information clearly in all formats to ensure shared understanding among diverse audiences. Manage a fast-paced workload by organizing tasks, setting priorities, and meeting deadlines.

Prospective candidates have experience in a variety of analytical tasks, coordinating activities, providing technical assistance, and using effective research skills. Independently identifies tasks and follows through to completion. Take responsibility for advancing program assignments and resolving issues. Recognize emerging priorities and can adjust work accordingly. Strong critical thinking, organizational and communication skills are essential to the successful performance and completion of job duties. Proficiency in Microsoft Word, Excel, PowerPoint and Outlook required.

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.