



DUTY STATEMENT

Classification Title: Analyst I	Division: Headquarters (HQ)
Working Title: Statewide Self-Determination Analyst	Office/Unit: HQ Business Ops and Committee Support
Position Number: 792-100-5157-XXX	Effective Date:
Incumbent Name:	COI Classification ☐ YES ☒ NO
Supervisor Name:	Supervision Exercised ☐ YES ☒ NO

SUMMARY STATEMENT

Under the supervision of the Business Operations & Committee Support Manager (BOCS), Supervisor I, the Statewide Self-Determination Committee (SSD) Analyst plays a critical role in supporting the Statewide Self-Determination Advisory Committee (SSDAC) work. This includes coordinating and facilitating committee meetings, providing meeting logistics, assisting in the preparation of reports, analyzing and preparing data while ensuring that all generated materials are accessible and in plain language format, in accordance with SCDD policy and State open meeting laws. The SSDAC Analyst works closely with various internal and external stakeholders and provides support to committee chairs.

This position may require occasional travel 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.

DUTIES AND RESPONSIBILITIES

35%	<p>COMMITTEE PROGRAM LEAD</p> <p>Provide SSDAC scheduling, logistical planning, correspondence, and support management for regularly and/or intermittent committee and/or workgroup meetings. Assist with organizing events/meetings and providing member support during the meeting including taking/reporting of minutes, etc.</p> <p>Assist with the development and/or analyzing of written materials and make recommendations based upon documented information received from committee, workgroup, and other SDP-related meetings.</p> <p>Conducting research, evaluating, and analyzing potential and actual meeting topics and making appropriate recommendations to stakeholders as requested.</p> <p>Collaborate with BOCS Manager and Committee Chair(s), to develop meeting agendas and materials in accessible, plain language format while ensuring accuracy and accessibility.</p> <p>Collaborate with SCDD staff to contract for necessary meeting space, material, and support services, such as hotel/conference rooms, audio/visual and other related equipment, and the coordination and provision of translators, transcribers, etc.</p>
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25%	<p>DATA, POLICY ANALYSIS AND REPORTING</p> <p>Attend local SDAC meetings to assist in the collection and reporting of emerging, and systemic issues related to the SDP.</p> <p>Complete documentation and activity reporting for these activities using reporting platforms and tools to capture outcomes (e.g., Qualtrics, spreadsheets, databases, and other tools).</p> <p>collecting and analyzing quantitative and qualitative data related to the Self-Determination Program to identify trends and emerging issues using Qualtrics, PowerBI and/or other tools.</p> <p>Assist with the development of written Self-Determination Program-related material for legislative and/or other analytical/reporting requirements.</p> <p>Researching, evaluating, and producing of a variety of documents/reports related to the Council's State Plan, policy and/or SDP-related work.</p>
20%	<p>MEMBER TRAINING AND APPOINTMENTS</p> <p>Developing and/or maintaining SSDAC member policies regarding committee structure, conduct and/or committee functions. Ensure all policies are current and in compliance with applicable laws and regulations.</p> <p>Maintain SSDAC membership records and rosters and ensure that appointment/term dates are up to date. Maintain and track SSDAC member training needs and schedules.</p> <p>Identifying and developing training content for SSDAC/SDAC members</p>
15%	<p>WEB CONTENT AND ACCESSIBILITY</p> <p>Review and posting of all approved committee materials on SCDD website ensuring that SCDD established accessibility and plain language principles are followed.</p> <p>Collaborate with SCDD Webmasters to maintain SDP related webpages including the Best Practices Platform; ensuring that all web content is accessible, user-friendly, and conforms to relevant web standards and Council policies and state/federal mandates.</p> <p>Assist SCDD webmasters in conducting regular reviews of the website's design, content, and functionality to identify areas for improvement.</p>
MARGINAL FUNCTIONS:	
5%	<p>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.</p> <p>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 meetings, training, and exercises.</p>

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 IDD 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.

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 HR 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

Supervisor Printed Name:

Supervisor Signature:

Date:



DUTY STATEMENT

Classification Title: Analyst II	Division: Headquarters (HQ)
Working Title: Statewide Self-Determination Analyst	Office/Unit: HQ Business Ops and Committee Support
Position Number: 792-100-5393-701	Effective Date:
Incumbent Name:	COI Classification ☐ YES ☒ NO
Supervisor Name:	Supervision Exercised ☐ YES ☒ NO

SUMMARY STATEMENT

Under the direction of the Business Operations & Committee Support Manager (BOCS), Supervisor I, the Statewide Self-Determination Committee (SSD) Analyst plays a critical role in managing and supporting the Statewide Self-Determination Advisory Committee (SSDAC) work. This includes coordinating and facilitating committee meetings, managing meeting logistics, writing reports, analyzing and preparing data while ensuring that all generated materials are accessible and in plain language format, in accordance with SCDD policy and State open meeting laws. The SSD Analyst works closely with various internal and external stakeholders and provides support to committee chairs.

This position may require occasional travel 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.

DUTIES AND RESPONSIBILITIES

35%	<p>COMMITTEE PROGRAM LEAD</p> <p>Act as the lead and provide recommendations to SSDAC with scheduling, logistical planning, correspondence, and support management for regularly and/or intermittent committee and/or workgroup meetings. Independently organizing events/meetings and providing member support during the meeting including taking/reporting of minutes, etc.</p> <p>Develop and/or analyze complex written materials and make recommendations based upon documented information received from committee, workgroup, and other SDP-related meetings.</p> <p>Responsible for conducting research, evaluating, and analyzing potential and actual meeting topics and making appropriate recommendations to stakeholders as requested.</p> <p>Collaborate with BOCS Manager and Committee Chair(s), to develop meeting agendas and materials in accessible, plain language format while ensuring accuracy and accessibility.</p> <p>Collaborate with SCDD staff to contract for necessary meeting space, material, and support services, such as hotel/conference rooms, audio/visual and other related equipment, and the coordination and provision of translators, transcribers, etc.</p>
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25%	<p>DATA, POLICY ANALYSIS AND REPORTING</p> <p>Responsible for attending local SDAC meetings in order to collect and report emerging, and systemic issues related to the SDP.</p> <p>Complete documentation and activity reporting for these activities using reporting platforms and tools to capture outcomes (e.g., Qualtrics, spreadsheets, databases, and other tools).</p> <p>Collect and analyze quantitative and qualitative data related to the Self-Determination Program and identify trends and emerging issues using Qualtrics, PowerBI and/or other tools.</p> <p>Develop and compose written Self-Determination Program-related material for legislative and/or other analytical/reporting requirements.</p> <p>Research, evaluate, and produce a variety of complex documents/reports related to the Council's State Plan, policy and/or SDP-related work.</p>
20%	<p>MEMBER TRAINING AND APPOINTMENTS</p> <p>Develop and/or maintain SSDAC member policies, regarding committee structure, conduct and/or committee functions. Ensure all policies are current and in compliance with applicable laws and regulations.</p> <p>Maintain SSDAC membership records and rosters and ensure that appointment/term dates are up-to-date. Maintain and track SSDAC member training needs and schedules.</p> <p>Identify and develop training content for SSDAC/SDAC members, in collaboration with subject matter experts, ensuring training materials are current and accessible.</p>
15%	<p>WEB CONTENT AND ACCESSIBILITY</p> <p>Review and post all approved committee materials on SCDD website ensuring that SCDD established accessibility and plain language principles are followed.</p> <p>Research and identify best practices and ensure all distributed and posted documents are fully accessible in Word, Excel, PowerPoint, PDF and/or other formats, as directed.</p> <p>Collaborate with SCDD Webmasters to design, build, and maintain SDP related webpages including the Best Practices Platform; ensuring that all web content is accessible, user-friendly, and conforms to relevant web standards and Council policies and state/federal mandates.</p> <p>Assist SCDD webmasters in conducting regular reviews of the website's design, content, and functionality to identify areas for improvement.</p>
MARGINAL FUNCTIONS:	
5%	<p>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.</p> <p>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 meetings, training, and exercises.</p>

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The incumbent must interact and collaborate in an appropriate and professional manner with individuals with IDD 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.

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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

Supervisor Printed Name:

Supervisor Signature:

Date: