DUTY STATEMENT

Classification Title: Analyst II	**Division:** Self-Determination Program Orientation
Working Title: Self-Determination Program Analyst	**Office/Unit**: Self-Determination Program Orientation
Position Number: 792-114-5393-002	**Effective Date:** TBD
Incumbent Name: Incumbent	**COI Classification** ☐ **YES** ☒ **NO**
Supervisor Name: Christine Tolbert	**Supervision Exercised** ☐ **YES** ☒ **NO**

SUMMARY STATEMENT

Under the direction of the Manager I for the Self-Determination Program (SDP), the incumbent independently performs complex analytical, project coordination, and training activities to support the Self-Determination Orientation Project. Responsibilities include conducting research, analyzing qualitative and quantitative data, evaluating project activities and outcomes, identifying trends, and preparing reports and recommendations for project improvement. The incumbent coordinates and delivers accessible trainings for individuals with intellectual and developmental disabilities (IDD), their families, and other stakeholders, including managing registration, verifying attendance and participant data, and processing and issuing certificates. The position also involves developing accessible educational materials, providing technical assistance, collaborating with diverse stakeholders, and supporting project operations, including scheduling, website management, and invoice processing.

This position may require occasional travel during evenings and/or weekends 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

45%	**Analytical Support** • Develop and maintain accessible educational tools and resources for individuals with intellectual and developmental disabilities (IDD), their families, and other stakeholders, in alignment with the SDP Orientation Project Interagency Agreement (IA). • Independently conduct complex research and analyze historical qualitative and quantitative data to support the SDP Orientation Project, including collecting data, identifying systemic patterns, and forecasting trends affecting individuals with IDD. • Independently review, reconcile, and analyze participant registration, attendance, and post-training survey data to verify completion of SDP Orientation requirements, identify discrepancies, and support accurate and timely certificate issuance. • Analyze participation and certificate processing data to identify trends, recurring issues, and opportunities to improve data accuracy, reporting, and project procedures. • Utilize evaluation tools such as surveys, informal feedback, and training assessments to analyze and measure the effectiveness of SDP Orientation Project activities and identify gaps and needs. • Prepare accurate, detailed, and complex reports requiring advanced analytical skills, including statistical analysis of data, policies, procedures, and project reviews using platforms such as Qualtrics, Zoom, Calendly, Google Workspace, Microsoft 365, and Microsoft Teams. • Research, develop, present, and coordinate educational materials and trainings using SDP Orientation Project resources for individuals with IDD, their families, professionals, and other stakeholders. Document and report on these activities.

	• Apply project management methodologies to establish work plans, monitor implementation, and measure the effectiveness of project activities. • Evaluate training and outreach metrics, reports, research journals, and other SDP Orientation Project data to identify best practices and lessons learned for policy development and resource creation. • Assess and evaluate project outcomes and outputs, providing recommendations for improvements to management. • Compile data to prepare accurate and timely SDP Orientation Project reports using reporting tools such as Google Workspace and Microsoft 365. • Communicate and present ideas and information clearly and effectively, both orally and in writing.
30%	**Training, Outreach, and Technical Assistance** • Present and coordinate SDP Orientation trainings using project materials for individuals with intellectual and developmental disabilities (IDD), family members, professionals, and other stakeholders. Document, monitor, and promote live and on-demand sessions, including conducting outreach and participant follow-up. • Coordinate and administer SDP Orientation registration, attendance documentation, participant follow-up, and certificate issuance in accordance with established project requirements and procedures. Review and resolve registration, attendance, and certificate-related issues, respond to participant inquiries, and provide technical assistance to support successful completion of the orientation process. • Execute SDP Orientation Project activities, including trainings, recorded sessions, conferences, meetings, and seminars. Responsibilities include promoting events, coordinating with speakers, co-trainers, and interpreters, and managing logistics such as registration, site selection, contracting, travel coordination, and virtual training platforms. • Develop and promote accessible, plain language educational and informational materials, including curriculum resources, newsletters, forms, brochures, policies, and procedures, in alignment with the SDP Orientation Interagency Agreement (IA). • Provide consultation, problem-solving assistance, and guidance related to the SDP to stakeholder organizations, individuals with IDD, and their families. Deliver support through trainings, outreach activities, resource sharing, and appropriate referrals in accordance with the IA.
15%	**Collaboration and Partnership** • Foster effective partnerships with community stakeholders, demonstrating cultural competence, and humility. • Synthesize data obtained through collaboration with diverse stakeholders to identify and propose solutions for improving access to service systems. • Research and advocate for best and innovative practices in self-directed services and SDP, utilizing federal and state resources, academic journals, community input, committee work, technical documents, and other relevant sources. • Strategically formulate recommendations to stakeholders, regulatory bodies, and policymakers regarding issues related to SDP access and navigation.
MARGINAL FUNCTIONS:	
10%	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 meetings, training, and exercises.

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 the 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

Supervisor Printed Name:	Supervisor Signature:	Date: