**DEPARTMENT OF DEVELOPMENTAL SERVICES**
**COMMUNITY ASSISTANCE AND EMPOWERMENT DIVISION**
**SELF-DETERMINATION PROGRAM BRANCH**
**MONITORING UNIT**

# DUTY STATEMENT

**JOB TITLE:** Supervisor I **POSITION #:** 472-574-4800-002
**WORKING TITLE**: Self-Determination Program Monitoring Supervisor
**NAME:**

**POSITION DESCRIPTION:** Under general direction, the Supervisor I for the Self-Determination Program (SDP) Monitoring Unit supervises and directs monitoring activities, technical assistance, and training for regional centers, Financial Management Services (FMS) vendors, and other service providers implementing the SDP.

As the first-level working supervisor of the SDP monitoring team, this position applies standardized review protocols to evaluate compliance with state law, regulations, Department of Developmental Services (Department) directives and policies, the federal SDP waiver, and person-centered planning principles. This position travels throughout California to review case records and to interview individuals supported by regional centers and their families, SDP FMS vendors, other service providers, and regional center staff.

**SUPERVISION EXERCISED:** Provides direct supervision to professional-level analytical staff in the SDP Monitoring Unit.

**SUPERVISION RECEIVED:** Reports to, and under general direction of, the Self-Determination Program Monitoring Manager (Supervisor II).

## EXAMPLES OF DUTIES:

Essential Job Functions:

35% Supervise staff in the SDP Monitoring Unit. Assign and prioritize work, review completed staff work for accuracy and consistency with SDP monitoring protocols, and provide training, coaching, and performance feedback. Oversee desk reviews and site visits, and approve findings reports and related correspondence. Personally conduct the most complex and sensitive monitoring reviews.

25% Organize and direct field reviews of SDP implementation at regional centers and FMS vendors. Coordinate and track corrective actions and follow-up through resolution. Compile monitoring data for state and federal reporting requirements and other reports as required. Meet with regional center SDP leads and other partners to discuss findings and resolve issues.

10% Provide technical assistance to regional centers and SDP FMS vendors through site visits, video and telephone consultations, and targeted trainings. Provide input on training materials, monitoring protocols, guidance, and procedures. Respond to questions about SDP monitoring findings from regional centers, SDP FMS vendors, Department staff, and management.

10% Conduct special projects and analyses related to SDP program integrity, program quality, person-centered practices, and compliance with state and federal requirements. Provide recommendations to management on program improvements, emerging issues, and needed policy updates.

10% Collaborate with other sections within the Department to coordinate and share information and to maintain a consistent interpretation of SDP requirements across the system.

Marginal Job Functions:

5% Respond to requests for information or assistance from individuals served, families, advocates, and service providers regarding SDP monitoring concerns or general program information.

5% Other duties as assigned within the scope of the classification.

**WORKING CONDITIONS:** Work is performed in an open-spaced, partitioned office environment in close proximity to co-workers while using a department issued computer or reviewing documents. Travel is required and may be up to 20 percent of working time to programs within California for monitoring and technical assistance activities and includes continuous days of overnight stay.

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 Lanterman Developmental Disabilities Services Act (Lanterman Act) and the developmental services system. Applicable state laws, regulations, policies, and directives, and the federal SDP waiver. Principles, practices, and trends of public and business administration, including management and supportive staff services; principles and practices of employee supervision, training, and development; formal and informal aspects of the legislative process; and the Administration's and Department's goals and policies.

Ability to: Supervise, train, and develop staff and evaluate their performance; perform complex analytical and administrative duties, including reading and interpreting laws, regulations, and policies; present data, findings, and reports in public forums and meetings; evaluate issues, identify solutions, and take effective action; draft clear,

comprehensive, and well-organized reports; safeguard sensitive and confidential information; interact tactfully and professionally with the public and community partners; establish and maintain effective working relationships; apply relevant laws, rules, policies, and procedures; proactively identify and communicate critical issues to management; and manage multiple priorities in a fast-paced environment.

**CERTIFICATE OR LICENSE REQUIRED:** 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.