

**EMPLOYMENT OPPORTUNITY**  
**State of California**  
**State Council on Developmental Disabilities (SCDD)**

**1507 21st Street, Suite 210**  
**Sacramento, CA 95811**  
**916.322.8481**  
**916.443-4957(fax)**

CLASSIFICATION:	Planning and Program Specialist, 1 Position
TENURE/TIME BASE:	Exempt, Full-Time
LOCATION:	Sacramento, CA
OFFICE:	SCDD, Headquarters
SALARY RANGE:	\$5,661.00 - \$5,831.00 per month (Exempt Level P2A)
FINAL FILING DATE:	Close of Business, Monday December 17, 2012
CONTACT:	Szandra Keszthelyi (Szandra.Keszthelyi@scdd.ca.gov)

This is an exempt position appointed by Governor Edmund G. Brown Jr. Interested applicants should submit a (1) cover letter describing your relevant experience, (2) a completed standard state application form, STD. 678, (3) a resume, (4) a writing sample, and (5) the name and telephone number of at least three references to:

**Szandra Keszthelyi, Personnel Officer**  
**State Council on Developmental Disabilities: Personnel**  
**1507 21st Street, Suite 210**  
**Sacramento, CA 95811**

**SUMMARY OF RESPONSIBILITIES**

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by federal and state law to pursue systemic change, capacity building, advocacy to promote a consumer and family-based system of services, and supports for people with developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities (self-advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. The Planning and Program Specialist helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et. seq.).

Under the general supervision and direction of the Deputy Director of Policy and Planning, the Planning and Program Specialist is responsible for providing strategic planning support to the Council. The Planning and Program Specialist is appointed by and serves at the pleasure of the Governor. Duties include, but are not limited to the following:

**A. Job Duties:**

- Prepare submit and periodically update the federally required State Plan.
- Conduct research and outreach to obtain all planning and reporting materials and documents required for proper development and submittal of the State Plan.
- Interact with and serve as liaison to representatives of federal and state governmental and non-governmental organizations regarding system-wide planning procedures and issues that must be addressed in the State Plan.
- Monitor the State Plan objectives and prepare progress reports for Council review and follow-up action.
- Develop proposed objectives, milestones and performance metrics for the Plan.
- Conform planning and reporting documents to all applicable federal and state statutes, regulations and policies.
- Train and serve as primary contact with Area Board Executive Directors and other Council staff on all matters related to the State Plan.
- Facilitate strategic planning meetings and training.
- Develop agenda items for the Council meetings.
- Meet with individual consumers and private and public entities regarding planning, policies and programs that impact persons with developmental disabilities and their families, as directed.
- Provide staff support to the Council and ad-hoc and standing committees as required.
- As required, research and study policy and program issues and prepare proposed alternatives and positions for consideration of the management team and/or Council.
- As required, participate and/or lead project teams in support of the Council mission.
- Perform other duties as required in support of the Council.

**B. Supervision Received:**

The Planning and Program Specialist works under the general supervision and direction of the Deputy Director of Policy and Planning.

**C. Supervision Exercised:**

The Planning and Program Specialist exercises no supervision.

**D. Administrative Responsibility:**

The Planning and Program Specialist performs various administrative duties as delegated by the Deputy Director of Policy and Planning.

**E. Personal Contacts:**

The Planning and Program Specialist interacts with various legislative, State administrative and organizational officials, Council members, Council committee and task force members, and Council staff concerned with the provision of services to persons with developmental disabilities.

**F. Actions and Consequences:**

The Planning and Program Specialist is critical to the success of the organization since this position assists with policy development, planning, and evaluation activities for the Council as required under Federal and State law. Without this service, the Council would not be in compliance with Federal and State law.

**G. Other Information:**

The Planning and Program Specialist should have experience in developing electronic and other data-bases, performing in-depth analyses of programs and their policy implications; organizing and integrating ideas and plans, developing policy alternatives and supportable recommendations; utilizing electronic data processing and various research methodologies; demonstrate the ability to clearly articulate policy and plans in writing and orally; demonstrate the ability to develop effective and constructive working relationships with Area Board directors, other State Council staff, and other public officials; be able to facilitate consensus among diverse interest groups; work extended hours; be free to travel; and function effectively and cooperatively as an integral part of a creative professional organization.